

## Bretherton Endowed Church of England Primary School



*Walking in the footsteps of Jesus with our Christian family, we learn, grow, achieve and flourish together in God's love.*

### Safeguarding brochure for visitors and parents

Parents/carers and visitors coming on to our school premises, including the playground and inside the buildings, have a duty of care towards the welfare and safety of the children and the adults at the school, this is called safeguarding.

Every child can potentially be hurt, put at risk from harm or abused regardless of their age, gender, religion, ethnicity or disability.

Safeguarding means that:

- children are protected from mistreatment
- a child's health, or development, is protected
- children grow up with safe and effective care
- action is taken to ensure the best outcomes for all children.

Safeguarding is the action we take to promote the welfare of children in our care and to protect them from harm, we take this very seriously at Bretherton Endowed. Equally we are all responsible for ensuring we all safeguard each other as adults while at the school.

The information enclosed outlines how we as a school and a community intend to keep our children safe. The policies and guidelines are not intended to alienate parents or visitors but ensure the children are safe at all times.

#### **Staff and Governors**

We ensure that all staff are fully aware of safeguarding systems within school through induction, our child protection policy including the identity and role of the DSP, our staff handbook and appropriate child protection training which is regularly updated. Governors will ensure there is a clear accountability for the provision of services designed to safeguard and promote the welfare of children and the Head Teacher has the responsibility of ensuring that policies and procedures adopted by the Governing Body are fully implemented and followed by all staff.

## Conduct

All adults within school should be seen as positive role models for the children of Bretherton Endowed Primary. Therefore, we expect adults to dress professionally if they are working with the children. Teaching staff should always be mindful of the DFE Teaching standards in relation to their behaviour within and out of school.

## Child Protection

The **Child Protection and Safeguarding Officer** at Bretherton Endowed School is the Head Teacher and the Deputy Head Teacher (DH) is the reserve. They have both been fully trained and are aware of current practice and legislation. All child protection concerns must go through the headteacher and if not available the AHT.

### Key issues and Principles

- The child's welfare should be of paramount consideration throughout.
- Child Protection concerns should always be given immediate priority. Delay is unacceptable.
- Any individual with a child protection concern has a responsibility, regardless of their place in the organisation, to take the matter further.

### Monitoring Pupils

- Effective monitoring and recording is vital in cases where there is no direct disclosure of abuse or when the child has communication problems or is too young to give such information. Classroom teachers and teaching assistants play a valuable role due to their closeness to pupils and the regular contact they have with them.
- Good records can be the valuable contributions to child protection conferences. The following may be useful in such cases:
  - Patterns of attendance
  - Changes in mood
  - Changes in classroom attitude
  - Changes in social groups
  - Behaviour
  - Relationship with peers and staff
  - Appearance
  - Medicals
  - Changes in family situations
  - Response to swimming/PE changing
  - Parental comments/interest

### Dealing with disclosures

- It is vital to offer the child time to talk.
- Don't be judgmental, or express horror or anger.
- Use only open ended questions.
- Never promise confidentiality.
- Recording should be verbatim using the actual words of the child and noting any questions the child raises. Make notes as soon as possible.
- Note days, time, who was present, positions in the room, anything factual about the child's appearance.

- These notes must be kept secure as they may be needed later.
- If possible use a silent witness to record and clearly clarify.
- Check notes with the child.
- Always sign and date notes.

### Never

- Take photographs.
- Arrange medical examination
- Attempt a medical judgement
- Remove clothing
- Tape record an interview

### Examples of open questions

- Has something happened to you?
- Can you tell me what happened?
- Where did it happen?
- When did it happen?
- Was anyone else there?
- Tell me about it...

### Examples of leading questions

- Was it \*\*\*\*\* or your \*\*\*\*\* that hit you?
- Does your \*\*\*\*\* bully you?
- Did it happen at \*\*\*\*\*?
- So that must have upset you?
- Has it happened before?

### Fundamental Principles for Protecting Yourself

- Always offer support rather than assume it is needed
- Treat the child with dignity and respect
- Look after the children in the same way in which you expect to be looked after
- Use the same rules you would in any situation-basic common sense
- If something does go wrong then tell someone
- Be as public as you can
- Can you look another adult in the eye and justify what you did?

### Whistleblowing/ complaints

If you have any complaints, please feel confident to speak to us so that we can resolve any difficulties. If at any time, you do not feel the matter has been resolved, you can raise your concern with the Governing Body. Under KCSiE 2021, low level concerns will be reported to the Head Teacher unless about the Head Teacher and this would be reported to the Chair of Governors.

### First aid, Medical info and medicine

At Bretherton, we aim to provide safe and appropriate care for children and staff if they are in need of first aid. Staff are trained on how to respond in emergency situations including the use of a defibrillator. Parents will keep up to date with all medical concerns /issues of their child through the Data collection sheet.

## **Behaviour and discipline overview**

We expect and encourage good behaviour and self discipline from all pupils in order to enable emotional development, effective learning and the smooth functioning of the school. We want pupils to understand that good citizenship is based on good behaviour and we work hard to produce an environment in which children feel happy, safe, secure and respected. We work in partnership with parents through a home school agreement. Staff treat all children equally, irrespective of gender, sexuality, race, religion or disability and are alert to any forms of bullying and racial harassment. They set and expect high standards of behaviour (through using a variety of rewards and sanctions) and encourage pupils to be responsible for their actions. Our pupils are taught to be polite, respectful, well-mannered, obedient and well-behaved.

## **Use of mobile devices, recording, photographs, / safe internet use**

Bretherton Endowed Primary school recognises that technology plays an important role in the education of children and is committed to safeguarding children in the virtual world. To support parents, the school has an E safety policy to help keep you child safe both at home and in school. School seeks parental consent to take photographs and use video recorders through our Data collection sheet, updated annually. All staff, Governors and visitors are asked to sign an IT Acceptable User Policy and staff will take and store any pupil photographs on school equipment. Personal mobile phones must be kept out of sight and visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children for their own records during session times. Children who bring a mobile phone on to the school premises hand their phone in at the school office at the beginning of the school day and collect it at the end of the school day. For events in school, parents are entitled to take photographs of their own children on the provision that the images are for their own use and are not to be used on social media.

## **Visitors, parent helpers 1 to 1 / small groups**

At Bretherton Endowed Primary School we value the help we receive from parents/volunteer helpers enormously and realise that we would be unable to provide such quality experiences for the children without your time and expertise. We ask volunteers to read, understand and sign a 'Confidentiality Agreement for Visitors'. Visitors will collect a visitor badge from the school office and sign the Visitor's Book when entering and on leaving. We ask that when volunteers help in school, accompanying children on an outing or have direct contact with children or staff that they respect the need for confidentiality and do not discuss or disclose any information about children's learning or needs with anyone out of school. We would ask that you dress smartly and appropriately and act as a positive role model at all times. Following our Safeguarding policy, no photographs of any children are taken (unless directed by a member of staff using a school camera) and mobile phones must be kept in a locker or cupboard. It is also possible that a child will tell you something which is very worrying. Please always refer any concern immediately to the class teacher or Head Teacher.

Any adult concerned in any way about a child, must immediately report this to the Designated Senior Person – Mrs A Moxham or Deputy Designated Person – Mrs J Clarke

Please enjoy your time here at Bretherton Endowed CofE Primary and thank you for visiting. **Don't forget to sign out and return your badge when you leave!**

### Physical contact

At Bretherton we always advocate that adults should avoid unnecessary physical contact. Contact during class activities should be restricted to what is appropriate and should be as visible as possible to others. If a child is distressed physical contact can be given but discretion should be used over the level and justification. Avoid this in a one to one isolated area.

### Physical restraint

The school has a regularly review of **Care and Control as part of our safeguarding policy** and this is shared with all staff.

Physical restraint should only be exercised on rare occasions **when there is no alternative**. The designated adult will use the minimum amount of force for the minimum period of time. All other attempts to resolve the situation should have been used and the child must be informed clearly that force will be used. A written record of such incidents should be promptly given to the head teacher.

Physical restraint will normally only be necessary to prevent the pupil:

- Causing harm to himself/herself or others
- Causing serious crime to property
- Committing an act which risks harm to other people

### Procedures in event of fire, incident,

In the event of a fire the fire alarm will ring. Please leave by the nearest fire exit and make your way to the main playground at the back of the school building. The fire alarm is a continuous bell. Staff are to line up in their nominated positions with their class, those members of staff who are fire marshals are to check their area of the building and then go to their positions. All visitors are to evacuate the building like the other adults and then make yourself known to the fire warden. All children and adults must not re enter the building until the all clear is sounded. If the site is to be evacuated all children and adults will leave via the gate on the school field.

In case of an intruder on the school grounds, no one is to leave the building and staff are to ensure all the windows and doors are locked. If there are children outside staff are to bring them inside as quickly as possible.

### Disclosure and Barring Service (DBS)

All visitors that will be working unsupervised with children at Bretherton Primary school need to show their DBS certificate to the school bursar before working with a child. For new members of staff or regular visitors in school we will obtain a barred list check and complete an enhanced DBS check before they are allowed to be left unsupervised with any children. Any contractors will need to show their DBS credentials before being left unsupervised on the school premises. With they do not have the necessary DBS they will have to escorted by member of staff for the time they are on the school premises.

Single Central Record. The Single Central Record holds information on all staff, volunteers and contractors working in the school. The school bursar is responsible

for the upkeep of the SCR and the Head Teacher monitors it regularly inline with OFSTED requirements.

### **Confidentiality**

Members of staff and governors may have access to confidential information about children in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis. Child and staff records are all kept securely in locked cupboards of rooms.

### **Safe Recruitment**

When recruiting new staff at least one member the interview panel must hold the Safer Recruitment certificate. This certificate will be reviewed at least every 5 years.

### **Site Safety**

At Bretherton Endowed Primary School risk assessments are carried out regularly & communicated to children & staff. There is a designated Health and Safety Governor and the site supervisor has responsibility for ensuring checks are undertaken according to the schedule. There is an accident book with evidence of action taken and impact of action. All members of staff are required to wear ID badges at all times and visitors must wear a visitors badge at all times. All members of staff are aware of their responsibilities to report health and safety concerns to the site supervisor or Head/ Deputy immediately. It is important that all windows and doors should never be blocked or covered.

### **Information Sharing**

We have an obligation to obtain necessary information from parents in advance of a child being admitted to school, including:

- Emergency contact numbers;
- The child's special dietary requirements, preferences or food allergies the child may have;
- The child's special health requirements;
- Information about who has legal contact with the child; and who has parental responsibility for the child.

Written parental permission is requested, at the time of the child's admission to the provision, to the seeking of any necessary emergency medical advice or treatment in the future. We take confidentiality very seriously. Any information which we hold is treated as confidential and shared on a 'need-to-know' basis.

### **Security within the premises**

Under no circumstances should any outside door be held open by any device. After 8.55 all outside doors should be closed and locked. The external gates are also locked to the playgrounds at this time. These gates are only unlocked at the end of the school day. The front door into school should only be opened by a member of staff and no visitors during the school day should enter school without first signing in and wearing the appropriate visitor's badge. During class assemblies a senior member of staff will show parents into the hall.

### **Child Protection Information for Visitors and Volunteers.**

- The school's first priority is the welfare of our pupils. We are committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times.
- We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse and that all staff are well placed to identify such abuse and offer support to children in need.
- At Bretherton Primary School, in order to protect our children, we aim to:
  - Create an atmosphere where all our children can feel secure, valued and listened to,
  - Recognise signs and symptoms of abuse,
  - Respond quickly and effectively to cases of suspected abuse.
- Our school will support all pupils by:
  - Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying,
  - Promoting a caring, safe and positive environment within the school.
- Everyone working with our pupils should be aware that:
  - Within the staff handbook is a section on child protection and they should read this as a priority at the earliest opportunity.
  - Their role is to listen and note carefully any observations which could indicate abuse.
  - They should not attempt to investigate once the initial concern is raised.
  - They should involve the Designated Senior Person (DSP) head teacher immediately.
  - If the DSP is not available the Assistant Head should be contacted.
  - Disclosures of abuse or harm from children may be made at any time. If you have a concern that a child is being harmed or at risk of being harmed, or receive a disclosure (intentionally or unintentionally) you must contact the following head or deputy.
  - **If anything worries you or concerns you tell them straight away. DSP (Mrs Alison Moxham)** If this person is not available please contact Deputy DSP name
- If anyone, by the way they speak to you or look at you, makes you feel uncomfortable then please take your concerns to the Head Teacher.
- If it is the Head who has acted inappropriately then please speak to the bursar who will in turn contact the Chair of Governors.

### Visitors Code of Conduct

At Bretherton Primary we expect all staff and visitors acknowledge and warmly greet children in and around school. Please speak politely to children and ensure good manners are always modelled. We should always treat all children fairly and look to reward good behaviour. Please consider factors that may have influenced a child's behaviour as you deal with it. If you witness an incident deal with it effectively yourself within school behaviour policy or if you are a visitor please report as soon as possible to a member of staff. We also encourage all adults to make time to listen to children's thoughts and feelings and also remember, that as adults we educate children by example, not just academically.