



St. Stephen's School
and Children's Centre
Learning for life

Federated Safeguarding Policy

This policy will be reviewed annually.

	Date	By whom/role	Ratified	Date
Version 1	March 2010	Neena Lall (DHT) Mark Little (SBM)	Governing Body	April 2010
Version 2	March 2011	Neena Lall (DHT) Mark Little (SBM)	Governing Body	April 2011
Version 3	April 2012	Ken Davies (DHT) Mark Little (SBM)	Governing Body	April 2012
Version 4	March 2013	Ken Davies (DHT) Mark Little (SBM)	Ashley Evans	April 2013
Version 5	March 2014	Neena Lall HT Adam Bennett AHT Mark Little SBM	Ashley Evans	13 th March 2014
Version 6	March 2015	Neena Lall HT Adam Bennett AHT Mark Little SBM	Governing Body	March 2015
Version 7	March 2016	Adam Bennett Mark Little	Governing Body	March 2016
Version 8	March 2017	Adam Bennett Mark Little	Governing Body	March 2017
Version 9	September 2018	Adam Bennett Jenna Chapman Mark Little Janet Patterson	Governing Body	
Version 10				

At St Stephens the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that the school provides a secure environment in which their children can flourish. In order to do this a wide range of measures are put in place:

1. Policies

The following policies are all in place and designed to achieve a fair, safe and harmonious environment in which children are safe from harm, know that staff have their welfare at heart, and know that staff will always listen when they want to discuss a problem:-

- Federation Child Protection Policy
- School behaviour
- Behaviour principles written statement
- Prevent Duty Risk Assessment
- Admissions including mid phase
- Safer Recruitment Procedures
- Online-safety Policy
- Whistle Blowing Policy
- Capability Policy
- Health and Safety Policy
- Intimate care policy
- SEN including Physical restraint policy
- Equalities Scheme
- Accessibility plan
- Food policy
- Staff handbook
- PHSE policy
- SRE policy

2. Health and Safety

The Headteacher along with the leadership team, Health and Safety coordinator, the Site Supervisor, staff and Governors have responsibility for Health and Safety. Any concerns from staff are reported to the health and safety coordinator who carries out an initial examination, assessing what remedial action needs to take place and informing leadership. Each half term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment.

There is also a critical incidents plan that details what staff and parents should do in the case of emergencies.

The fire procedures and assembly points are displayed in every room and in key areas around the school.

In addition to the Health and Safety Policy, there are policies regarding Food and Drink and Food and Hygiene. These determine safe practices in school and the Kitchen/ Dining Room.

Pupil Well Being

Children are active learners and participate in a range of activities every day. It is important to keep hydrated and nourished, so that they can focus and perform at their highest. Therefore all children have a healthy balanced meal every day, provided by the school. It is our policy at St Stephen's that children are not allowed to fast during the school day from Monday to Friday, which is crucial learning time. Children then have the option to fast at special times of the year at weekends and during holidays. The UNICEF Convention on the Rights of the Child is at the centre of all our wellbeing decisions and Wellbeing is part of our WE CARE motto.

3. First Aid

The first aid team meets termly to discuss procedures and to keep up to date with children's medical needs. The SENCO and health and safety officer oversee first aid. In addition there are members of staff who have paediatric and first aid training. There are a number of fixed first aid kits situated around school:

1. Opposite the AHT office
2. In the main hall
3. In the medical room
4. Reception classrooms

When a child is ill, or has suffered an accident in school or in the playgrounds there is a protocol for staff to follow. See staff handbook.

Prescribed medicines are to be administered to children only upon written application to the school and can only be administered by a qualified First Aider.

In all situations the parents are informed by letter of any first aid administered. Parents will be asked to come into school immediately in cases that are deemed serious so that they are part of the decision making process. All parents are informed of any head injuries.

In serious cases, the school office, under instruction from a first aider or senior teacher, will contact the emergency services and the headteacher. This will then be followed by a phone call to the parent.

Children with ongoing medical needs have a care plan written by the SENCO/designated safeguarding lead with the school nurse.

4. Site security

St Stephens provides a secure site, which is controlled by precise management directives:

- Leadership and support staff are highly visible at the beginning and at the end of each school day.
- Support staff wear high viz vests.
- Gates are locked except at the start and end of each day.
- Automatic doors are closed to prevent intrusion but to facilitate smooth exits.

- Visitors, volunteers and students must only enter through the main entrance and after signing in at the office window.
- Parents are requested to leave the premises by 8.45 am
- 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 staff have been informed never to chase after a child, but rather to report immediately to the office. Then the headteacher, parents and police will be informed of the circumstances.

Refer to Health and safety policy.

5. Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone immediately. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts. An EA collects absence information from class teachers during morning registration.

The AHT and an office manager monitor attendance monthly and the outcomes are reported to all staff.

A process is in place where parents are notified by letter when their child's attendance drops below the school's target level and meetings with senior members of staff are arranged where poor attendance is consistent. Attendance rates are reported each term to the LA, annually to the government and to all parents. Positive measures are in place to encourage children to attend regularly and punctually. For further information see the attendance policy.

6. Vetting checks

At St Stephen's School we aim to ensure that all children are safe. In order to do this we hold a Single Central Record (SCR) which contains details of all adults who come into contact with children. This is reviewed annually and updated when any new adult is working with children. This statement details what checks will be required from those adults working at our school.

Teaching & Non-teaching Staff -For any advertisement a Safeguarding statement is included. When short-listing key details are checked to ensure the candidate is suitable for the post. During an interview there will be a Safeguarding question which will be asked by a member of the panel who has undertaken Safer Recruitment training. All members of leadership and the safeguarding link governor are safer recruitment trained.

On appointing a member of staff their photo ID, qualifications (including QTS for Teachers) will be checked by the school and LA. A DBS check will be undertaken. All of these details are then recorded onto the SCR.

Agency & Local Authority Staff-It is the responsibility of the agency/LA department to undertake the necessary checks. The agency must prove to the school that they operate a

safer recruitment policy and send the school the necessary vetting forms. However, as a school we check these essential details. As a result, any member of staff from an agency/LA department will be required to provide the following information on their first visit to the school:

- DBS check number and date issued
- Photo ID
- These details are then kept on the SCR as evidence.
- Staff disqualification Declaration

Students, Volunteers and work experience- Any adult who works in the school on a regular basis has the same checks. The school has procedures to ensure this. The school will only allow volunteers or work experience placements if we believe this will benefit the children and the school whilst continuing to support our community to gain the necessary experience they require. All volunteers/students will be required to wear a badge at all times so that we know who they are. It is important that in school we know who has or hasn't yet had their check completed. For those with a green lanyard and badge they are DBS checked and can be left alone with children. However, those with a red lanyard have their DBS pending and are *not allowed* to be left alone with children.

Governors -In addition the school carries out DBS checks for all members of the Governing body.

7. Staff Safer recruitment and induction

The Headteacher sits on all teacher appointment panels where the candidates are external applicants. The Headteacher, members of leadership and governors have undertaken the training on Safer Recruitment. During shortlisting, a nominated member of leadership and the HT will scrutinise applications for safeguarding concerns.

New staff are inducted into safeguarding practices through the staff induction policy. 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 safeguarding of children.

8. Visitors Protocol

Visitors with a professional role should already have relevant clearance but the office will check this and ID before admittance. The appropriate lanyard will then be given to the visitor to wear.

Occasional or rare visitors to the school that may not have the necessary checks should be accompanied at all times. They may include: visitors who come on site to carry out emergency repairs or service equipment, who would not be left unsupervised on the school premises.

Occasional visitors that work with the children such as theatre groups, cycling proficiency etc. will sign in using the touch screen 'vis e ted' system, which will inform the lead adult that their visitor has arrived.

In the event of any visitor failing to comply they should be asked to leave the site immediately and the Head or member of leadership informed. Any visitor who becomes

aggressive or abusive will be asked to leave and warned that police assistance will be called for should they fail to leave the school grounds.

Members of the emergency service will not be asked to wear a lanyard but will be asked for their name and ID number.

9. Child Protection Policy

The child protection policy is mandatory reading for all staff annually, alongside Keeping Children Safe in Education and the Staff Code of Conduct.

List of designated people:

Neena Lall Headteacher				
Adam Bennett DHT Federation Safeguarding Lead			Mark Little SBM Federation Health and Safety	
	Primary	Nursery	Day Care	Children's Centre
Designated Safeguarding Lead	Jenna Chapman AHT	Janet Patterson AHT	Harsha Mesuria Day Care Manager	Marie Foley Children's Centre Manager
Deputy Designated Safeguarding Lead	Neena Lall HT			Rebecca Ross Senior Family Support Worker
SENDCo	James Frecknall AHT	Emilie Johanson		
Designated person for Looked After	James Frecknall AHT	Janet Patterson AHT		

Any urgent concerns should be reported to a member of leadership immediately. Each class has a pupil well-being book that is kept in a secure and confidential place. Teachers and EAs record any concerns regarding physical, emotional and social well-being as well as any incidents of ongoing unacceptable conduct, attendance and behavioural issues (including parents). The Deputy Head teacher, SENCo, learning mentors and children's centre manager monitor these books half termly and then address any concerns.

There is a detailed Child Protection Policy. All staff members are required to sign that they have read the policy on an annual basis. The HT and designated lead attend CP training annually. The CPO attends LA network meetings termly. Governors and all staff have had external child protection training, which is updated at least every three years and internal training is delivered annually alongside termly school training. There is also a separate school physical restraint policy within the SEN policy. This school follows DFE guidelines 10/98 which asserts that physical restraint may be used if there is the possibility that a child may be about to cause harm to him/ herself or to another.

Individual pupil case study files are kept in a locked cupboard in the HT's office for key vulnerable pupils.

10. The Curriculum

The safeguarding curriculum encompasses lessons from both external and internal experts such as the police, NSPCC and PREVENT. The biennial cycle ensures that all pupils receive a range of sessions covering themes such as Online-safety, Drugs, Sex and Relationships, Stranger Danger, PREVENT and gang resilience.

The PSHE curriculum also discusses relevant issues with the children. Children are encouraged to explore and discuss these issues. The schools assembly rota ensures coverage of key issues, including articles from the Convention on the Rights of the Child. 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 Engineering. At all times there has to be appropriate staffing levels and when the curriculum is taken out of the school, appropriate and school agreed pupil/adult ratios are maintained.

11. Educational visits and risk assessments

The health and safety lead has attended LA training. Risk assessment records are kept of all educational visits. A member of the Leadership team will carry out a pre visit and risk assessment for all residential and high risk visits. Refer to educational visits file. Risk Assessments are carried out for school events that are attended by the community such as Parents' Evenings and Parent Assemblies. Refer to Health and Safety Risk assessment file. The lead adult always assesses visits as to the level of risk and all educational visits are finally authorised by the educational visits coordinator. The Headteacher, DHT and school office are informed through the use of educational visits stickers.

12. Online safety

Children should be encouraged to use the internet but at all times in a safe and responsible way. Parents are asked to sign an acceptable use policy each year if they agree to their child using the internet in school. Pupils must never be left unattended whilst online and teachers/parents should ensure that this does not happen. If teachers know of misuse, either by a teacher, parent or child, the issue should be reported to the Headteacher.

The school ensures the following is in place:

- staff attend annual online safety training
- The digital signage system has an online safety reminder
- The Headteacher's newsletter has a safeguarding section
- The website is updated with tips for safe surfing
- Leaflets on online safety are distributed to all parents
- Participation in National Safer Internet Day
- Parent training

13. Mobile phones

The use of mobile phones is prohibited throughout the school grounds for parents, staff and children, during school hours. It is the responsibility of all staff members to ensure that

mobile phones are not in use, with the exception of filming and photography for school events (see section 14).

- The designated area for the use of staff mobile phones during the day is the staffroom and staff garden (for conversations).
- Children should not bring mobile phones to school. Possession of a phone will result in confiscation, to be returned only to the parents.
- If a member of the school community refuses to stop using their phone, a member of leadership should be contacted immediately.

14. Photographing and videoing

At St Stephen's School we have taken a sensible, balanced approach to photographs and videoing in school and activities outside the school.

The school will seek individual permission from parents/guardians to photograph/video the individual child; this is done upon entry to the school and at the beginning of every school year. For group activities permission will be sought from all parents/guardians. If an individual parent does not give permission this may prohibit photographing or videoing the group activity or it will be done sensitively without including the specific child concerned. Class teachers are responsible for checking the consent list, collated by the office staff, before distributing photos for school media use. These consent lists are kept centrally, in the main office, for all staff to access.

The school will operate within the above guidelines, which allow parents to photograph or video for personal use. Parents are regularly reminded not to upload images onto social networking sites.

15. Whistle blowing

If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform the leadership team 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. Under no circumstances should any allegations be discussed with the media. The school follows the Local Education Authority's policy on Whistle blowing.

16. Managing allegations against staff

If an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.

The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority's Lead Officer for Child Protection. If the allegation made to a member of staff concerns the Headteacher, the designated person will immediately inform the Chair of Governors who will consult with Newham Children and Young People's Services Lead Officer for Child Protection. The school will follow the Local Authority's procedures for managing allegations against staff.

17. Making Referrals

Where necessary, the school leadership may decide to make a referral to outside agencies e.g. social services, CFCS, CAHMS or the police. Such referrals will be tracked and kept confidential to support the families involved. Any disclosures, reports or suspicions of children missing in education (CME), female genital mutilation (FGM), child sexual exploitation (CSE), peer on peer abuse or radicalisation will be immediately referred to the relevant agencies, following an emergency safeguarding team meeting. The Safeguarding Lead will ensure adherence to all statutory duties upon teachers to report FGM and Prevent related concerns to the police.

Procedures for FGM referrals - Teachers who receive referrals must report them themselves with the support of the DSL. In cases where support staff receive reports, the DSL will refer.

Contacts:

Ms Neena Lall-Head teacher

Mrs Fozia Ramzan-Deputy Head teacher

Mr Adam Bennett -Federation Safeguarding Officer

Mr Sandipan Chowdury -Governor responsible for safeguarding children

Mr Mark Little - School Business Manager and Health and Safety Coordinator

Mrs Jenna Chapman-Primary School Safeguarding Officer

Ms Janet Patterson - Nursery School Safeguarding Officer