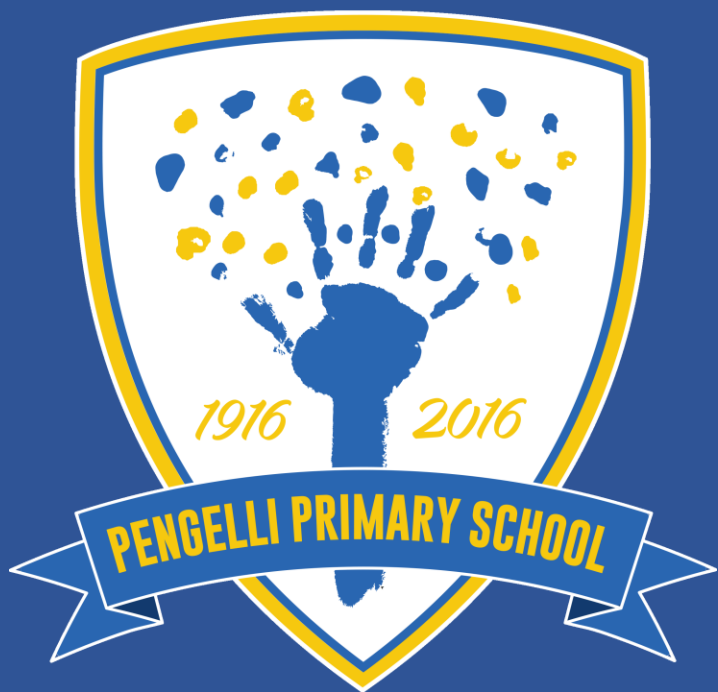




PENGELLI PRIMARY SCHOOL

SAFEGUARDING POLICY

2024/25

THIS POLICY WILL BE REVIEWED EVERY YEAR UNLESS AN EARLIER REVIEW IS REQUIRED

CHAIR OF GOVERNORS:

A stylized, handwritten signature in black ink, enclosed in a rectangular box.

HEADTEACHER:

A handwritten signature in black ink that reads 'Helen Jalaat.', enclosed in a rectangular box.

DATE:

A POLICY STATEMENT FOR SAFEGUARDING 2024/25

Safeguarding Children Statement

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

The Health and Safety Policy

The school has a health and safety policy, which is reviewed annually. A copy of this policy is available on request at the school office

The LEA produces a monitoring checklist, which is completed on a termly basis by the caretaker. The Headteacher, the caretaker and the Governors with responsibility for Health and Safety oversee this comprehensive checklist. Any concerns from staff are reported to the Headteacher who carries out an initial examination, assessing what remedial action needs to take place. Each 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 business continuity plan that details what staff and parents should do in the case of emergencies.

First Aid

In school there are always trained members of staff who oversee first aid. There are a number of first aid kits situated around school. When a child is poorly, or has suffered an accident in school or on the playground there is a protocol for staff to follow:

- A trained first aider is consulted
- The incident is logged in the accident book
- If there is any doubt at all a parent is contacted.
- A Parent/Guardian is always contacted in the case of a head injury.

The Pengelli Primary School policy is that members of staff will only administer medicines when a consent form has been received. In the case of a pupil needing medication during the day parents are welcome to come into school to administer correct dosages. For the majority of medicines a dose before and after school is perfectly adequate. Naturally the parents should consult doctors before giving any form of medication. See Administration of Medicines Policy.

For matters of an intimate nature, such as soiling staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Headteacher or Deputy Headteacher. In almost all situations the parents will be asked to come into school immediately so that they are part of the decision making process for such matters.

Site Security

Pengelli Primary School provides a secure site, which is controlled by precise management directives, but the site is only as secure as the people who use it. Therefore all people on the site have to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding. Therefore:

- Gates should be closed (and locked) except at the start and end of each day.
- Doors should be 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.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children should not be allowed to leave school alone during school hours unless written permission has been received from the Parent/Guardian and if collected by an adult, a record should be kept in the office and on the fire register.

Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report the incident immediately to the office. Then parents and police will be informed of the circumstances.

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.

The school works closely with the Local Education Authority's Welfare Officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LEA, annually to the government and to all parents. The school is aware of its right to take legal action against parents who do not ensure good attendance and punctuality. Attendance is kept under regular review.

Exclusion of pupils will only be undertaken in extreme cases and the LEA procedure for doing so will be adhered to.

Appointments of staff and induction of newly appointed staff and work placements

All staff that are appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made about them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Personnel Committee of the Governing Body. The LEA is informed directly by the Disclosure & Barring Service.

The Headteacher sits on all appointment panels where the candidates are external applicants. New staff are inducted into safeguarding practices. 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 children.

Induction of Volunteers

Volunteers must also have Disclosure and Barring clearance. For extended contact with children, when children 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. The office performs this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

Welcoming Visitors

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 office will endeavour to check this before admittance is granted and a note made of anyone entering without clearance. The Health Authority has confirmed that any of their employees are to be assumed to hold a valid DBS check.

Child Protection Policy

The designated adult for Child Protection is the Headteacher (or the Deputy Headteacher in her absence). There is a detailed Child Protection Policy (Swansea City Council adopted), which is available on request from the school office. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Governors and all staff have had appropriate child protection training, which is updated at least every three years. The Child Protection Governor is the Chair of Governors.

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. It also asserts that on no occasion should such physical contact be used as a punishment.

All allegations of abuse by a member of staff will be dealt with following the LEA procedures. A copy of this is available, on request, from the school office.. For any complaints about the Headteacher the Chair of Governors should be contacted directly.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as PSE discusses relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger. 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 has to 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 and all trips are finally authorised by the Headteacher.

Visiting speakers are always welcome into school so that they can give specialist knowledge to the children. However, these are never left with the children unsupervised.

Internet Safety

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. Pupils are not given the password for the internet. If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher without delay.

Equal Opportunities

At Pengelli Primary School we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at Pengelli Primary School are considered equal in the learning partnership. When children have special needs we make arrangements to inform parents and design specific programmes.

Children with disabilities must be able to take a full and active part in every lesson and every measure must be taken to ensure this.

Behaviour policy

Good behaviour is essential in any community and at Pengelli Primary School we have high expectations for this. Our behaviour policy details the rewards and sanctions available to staff. Although the emphasis is always on the positive there are also times when children have to be disciplined in order to maintain the safety and security of all children.

There are numerous rewards available to children:

- Stickers
- Showing another teacher good work
- Sharing work with Headteacher
- Certificates

But the sanctions range from:

- A telling off
- Being removed from the class
- Loss of playtime
- Reporting to a senior member of staff
- A letter home
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Restraining Pupils

Staff are discouraged from handling children, unless they deem it is safest to do so. The Headteacher has received MAPA. Physical restraint is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention or a child is at risk of harm. Staffmembers are trained to de-escalate situations.

Anti-Bullying Policy

Our definition of bullying is: 'a systematic and extended victimisation of a person or group, by another or group of others'. The school's response to this is unequivocal - adults must be informed immediately and action will take place.

Children are told that silence is the bully's best friend. Although bullying in this school is rare the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated.

There is a more detailed Anti-bullying Policy that is available, on request, from the school office.

Racial Tolerance

At Pengelli Primary School pupils are prepared for an ethnically diverse society. The school will work hard to promote racial equality and harmony by preventing and challenging racism. If anyone ever feels unjustly treated then the school welcomes and values a response. It is in working together that we will make Pengelli Primary School even better. Racial tolerance is addressed in both the RE and in the PSE curricular. The children take part in discussions designed to raise awareness and address prejudices.

Photographing and videoing

At Pengelli Primary School we have taken a sensible, balanced approach, which allows parents to photograph and video providing they follow certain guidelines: Parents are consulted when other parents, agencies wish to take photographs. If there is an objection then taking photographs is not permitted. Parents are reminded that taking photographs is for personal use only and photographs are not to be uploaded onto social networking sites. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

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 the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. The school has ratified the County Whistleblowing Policy. A copy of this can be made available at on request at the school office.