



Safeguarding Policy

Mission Statement



St. Peter's Catholic School Mission is that pupils, parents staff, governors and parish build together a learning community which develops love, concern for each other and forgiveness, by living out the Gospel.

This means our school will be a place which:

- ☺ *To foster knowledge and understanding of the Gospel values and growing in God's love.*
- ☺ *To ensure we care for and respect others, develop an understanding of the world and contribute to society as responsible citizens.*
- ☺ *To promote independence and excellence.*
- ☺ *To encourage us to use our gifts and talents for self-fulfilment and the good of all.*
- ☺ *To appreciate that we are all uniquely created and loved by God.*
- ☺ *To put our trust in God through prayer.*

Introduction

The definition of Safeguarding children that St.Peter's RC Primary School works to is: "...protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable children to have the best outcomes."

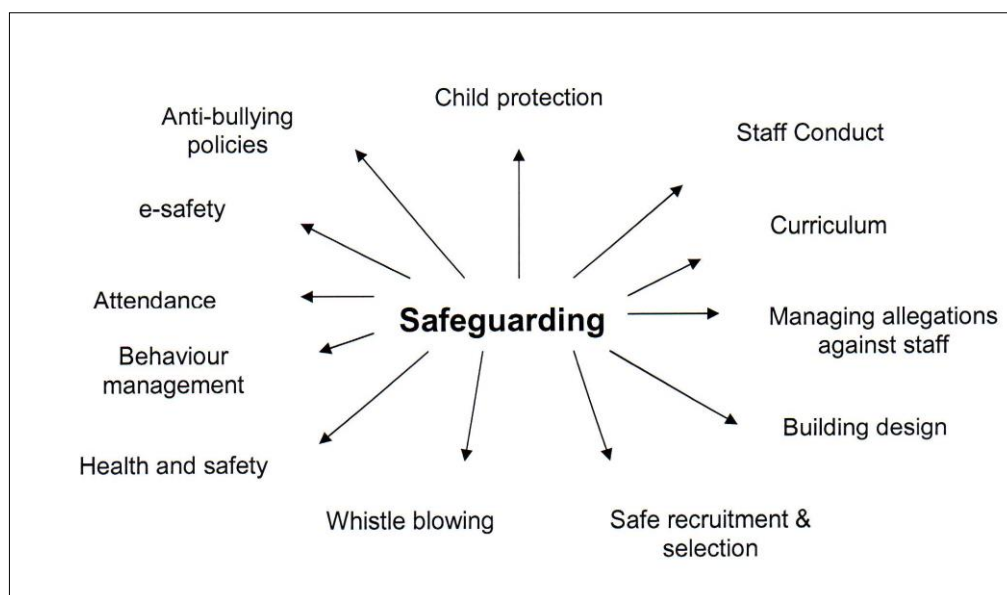
Keeping Children Safe in Education 2019

Statement

The health, safety and well-being of our children are of paramount importance to all the adults who work at St.Peter's RC Primary School. As safeguarding incidents could happen anywhere, staff should be alert to possible concerns being raised in school. We will always take a considered and sensitive approach so that we can support all of our pupils. All staff may raise concerns following the correct procedures through the Designated Child Protection Officer, or directly with Children's Social Care services.

Our children are supported in developing a positive attitude towards others as well as making them aware of the impact their decisions have on those around them. Parents send their children to school each day with the expectation that the school will provide a secure environment in which their children can flourish. We therefore have to ensure that this expectation becomes reality.

Safeguarding in St.Peter's RC Primary School encompasses the following areas:



Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school. In order to do this a wide range of measures are put in place:

Pupil Information

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them the school requires accurate and up-to-date information regarding:

names and contact details of persons with whom the child normally lives

names and contact details of all persons with parental responsibility (if different from above)

emergency contact details (if different from above)

details of any persons authorised to collect the child from school (if different from above)

any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)

if the child is or has been on the Child Protection Register or subject to a care plan

name and contact detail of G.P.

any other factors which may impact on the safety and welfare of the child.

The school will collate, store and agree access to this information by storing contacts details both on the SIMS database and in a file stored in the office.

Pupil Safety

All pupils in our school are aware of a number of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. We use P.S.H.E. and SEAL materials to help pupils learn how to keep safe. School's arrangements for consulting with and listening to pupils are through class, school council and circle time. We make pupils aware of these arrangements through assemblies and P.H.S.E. lessons.

Child Protection Policy

Our Designated Child Protection Officer is Miss Du Bruyn, and in her absence Mrs Nowbuth. Our Senior Teacher, Mrs Wood and our SENCO Mrs Wilkinson are also Designated Child Protection Officers, in the absence of Miss Du Bruyn and Mrs Nowbuth. The Designated named governor for child protection is Mrs Heywood.

It is the Governing Body's duty to ensure the Child Protection policy is reviewed every three years and any deficiencies within the policy addressed immediately.

The school's Designated Child Protection Officer undertakes basic child protection training and training in inter-agency working provided by the Greenwich Safeguarding Children Board and refresher training every two years.

All other school staff, including non-teaching staff, and the school's designated Governor Mrs Heywood undertake appropriate training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training every two years.

All staff (including temporary staff and volunteers) are provided with the school's child protection policy and informed of school's child protection arrangements on induction.

A record of training is held in the school office.

See Child Protection Policy.

The School Curriculum

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal, Social and Health Education discusses relevant issues with the children through the use of the SEAL materials. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger. Children are encouraged to explore and discuss these issues.

As a Catholic School, this is done in accordance with the guidance from the diocese of Southwark.

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. This is documented on a Risk Assessment which is completed and authorised by the Headteacher prior to the trip.

Visiting speakers, with correct clearance, are welcome into school so that they can give specialist knowledge to the children.

Internet & E-Safety

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way.

Children are taught regularly about e safety through special Assemblies and lessons.

Parents are asked if they agree to their child using the internet.

An Internet permission form is signed on entry into the school.

Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher without delay.

As Child Protection Officer the Headteacher has overall responsibility for internet safety.

See E-Safety Policy.

Safer Recruitment and Selection

Appointments of staff & induction of newly appointed staff & work Placements

The school pays full regard to current government guidance 'Keeping Children Safe in Education' 2019.

We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Safer 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. It also includes undertaking interviews and undertaking Barred List checks, DBS Enhanced checks Disqualification checks and Prohibition checks (Teachers only).

In line with statutory changes, underpinned by regulations, the following will apply:

- a DBS Enhanced Disclosure is obtained for all new appointments to our school's workforce through staffing personnel and payroll.
- this school is committed to keep an up to date single central record detailing a range of checks carried out on our staff – this is monitored on a regular basis by the Governing Body and the LA.
- all new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate
- On the rare occasion of the school using supply teachers, the school ensures that the agency has completed DBS Enhanced checks for them.
- identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the LA

The Headteacher has undertaken the training on Safer Recruitment. Every appointment panel includes the Headteacher.

Induction of new staff & work placements

New staff & work placement students are inducted into safeguarding practices.

Newly appointed staff are assigned a mentor for the induction period.

Work placement students are assigned a mentor or school based tutor.

It is the responsibility of the mentors to familiarise new staff & work placement students with procedures and policy, which affect the health and safety of all at school but especially the children.

Induction of Volunteers (including Governors)

Volunteers who regularly volunteer at school, including Governors, must have DBS Enhanced clearance.

Volunteers are agreed by the Headteacher in advance.

All staffing for school trips are covered by the school staff. On a very rare occasion if another adult presence is required, this is agreed at the discretion of the Headteacher.

Staff Conduct

Safe working practice ensures that pupils are safe and that all staff:

are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;

work in an open and transparent way;

work with other colleagues where possible in situations open to question;

discuss and/or take advice from school leadership over any incident which may give rise to concern;

record any incidents or decisions made;

apply the same professional standards regardless of gender or sexuality;

be aware of confidentiality policy;

are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Staff will be supported by the Designated Senior Person and school, LA and professional associations. The designated senior person for Safeguarding/Child Protection will be supported by the Governor responsible for child protection. Advice is available from Greenwich Duty & Assessment Team CP Unit and the Police Child Abuse Investigation Team.

See Code of Conduct document & Teachers Pay & Conditions document.

Whistleblowing

If members of staff ever have any concerns about the behaviour or intentions of any person within the building, school grounds or within proximity of children, they have a professional duty to inform the Headteacher or Chair of Governors 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.

See Whistleblowing Policy.

Health and Safety

The school has a health and safety policy, which is monitored on an annual basis, and reviewed every three years by the Governing Body. The Headteacher and the Governors oversee the policy. Any concerns from staff are reported to the Key Health and Safety Manager, 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 school buildings and this is reported to the Governing Body. The Fire Service conduct an annual Fire Risk Assessment.

First Aid

In St.Peter's School there are always trained members of staff who oversee first aid. There are a number of first aid kits situated around the school.

If there is an incident, which requires first aid, there is a protocol for staff to follow:

A trained first aider attends.

The incident is logged and filed in the Accidents file.

For head injuries a head note is issued and sent home. Parents are telephoned.

If there is any doubt parents are contacted.

For medicines a dose before and after school is perfectly adequate.

See also: Policy for Medicines.

Site Security

St.Peter's School provides a secure site, 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:

Access to the school grounds is through the electronic entrance gates. These are locked at 9am and opened each day at 3pm to allow parents access to the School grounds.

All Exit Doors are closed to prevent intrusion.

Entrance through the electronic entrance gates and main building are monitored by the school office.

Visitors can only enter the building through the main entrance door and are required to sign in at the school office, using the electronic signing in system.

Children will only be allowed home with adults with parental responsibility or confirmed permission.

Children are never allowed to leave school alone during school hours.

If a child leaves 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 parents and police will be informed of the circumstances.

Children are taught to travel around the school site in a careful and calm manner. On the stairs, pupils go up on the left and down on the right.

Behaviour Policy

Good behaviour is essential in any community and at St.Peter's School we have high expectations for this. 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 including stickers, showing another teacher good work, certificates, Merit Book, showing the Headteacher good work, award certificates and special treats. Sanctions range from a warning, name on the board, loss of playtime or lunchtime play, a letter home. In very rare circumstances it can be exclusion.

See Behaviour Policy.

Positive Handling Policy

Staff are discouraged from handling children, but when they deem it is safest to do so all members of staff follow guidelines so that they do not harm either themselves or others.

This school follows DfE guidelines 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. It also asserts that on no occasion should such physical contact be used as a punishment. All allegations of abuse by or complaints of a teacher will be dealt with following the Local Safeguarding Board procedures. For any complaints about the Headteacher, the Chair of Governors should be contacted directly.

See Positive Handling policy.

Anti Bullying Policy

The 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. Staff 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 in St.Peter's RC Primary School.

There is a more detailed Anti-bullying Policy.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone by 10.00am.

The school works closely with the Local Authority Attendance Officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA, and annually to the government and to all parents.

Positive measures are in place to encourage children to attend regularly and punctually, eg a punctuality mascot and attendance mascot, and termly attendance certificates.

The school places strong emphasis on working with parents to ensure that pupils attend school and are punctual. However, the school is aware of its right to take legal action against parents who do not ensure good attendance and punctuality.

Equal Opportunities

St.Peter's School ensures that equal opportunities are available for everyone, regardless of sex, class, ethnicity or ability range.

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.

Race Equality

Along with the equal opportunities policy there is also a Race Equality Policy. We want our children to be 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. Racism is tackled in both the RE and in the PSHE curricula. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children also. All racist incidents are reported to the Local Authority and Governing Body on a termly basis.

See Race Equality Policy.

Photographing and videoing

Parents consent to school taking photographs, making videos or web cam recordings by signing a consent form upon entry into the school, as well as signing photo consent for each individual school trip.

School images that are for use outside of school are anonymous.

The School Office holds a list of children who do not have signed consent forms, which is shared with Class teachers.

Partnership with Parents

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. Information is provided to parents on keeping children safe and how they can report concerns if they are worried a child is at risk of harm e.g. by alerting the Designated Child Protection Officer. We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child. St.Peter's Primary School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. We encourage parents to discuss any concerns they may have with any member of staff and especially the Designated Child Protection Officer or the SENCO. We make parents aware of our policy through newsletters and on our website. Parents are made aware that they can view this policy on request.

See Confidentiality Policy.

Partnerships with others

St.Peter's School recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Greenwich Safeguarding Children Board. The school has relationships for promoting a safe and supportive environment e.g. LA, Social Care, Police, Health. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

Further Documentation

St.Peter's School takes guidance, at all times, from the DfE, following all up to date guidelines as they are published, eg 'Keeping Children Safe in Education: Information for All School and College Staff' 2019, which is available to view/download at www.gov.uk/government/publications

Greenwich Council also have a very informative website that you can visit: www.greenwich.safeguardingchildren.org.uk

St.Peter's Governing Body will review this policy every three years.

Date: November 2019

Review Date: November 2022

Chair of Governors: Mr G Franklin signature:.....