

Confidentiality

Members of staff and governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances, the information may be highly sensitive. Confidential or personal information about a pupil or their family must never be disclosed to anyone other than on a need to know basis. Pupil and staff records are all kept securely. Staff know that they are required to report any disclosure or safeguarding concern to the Designated Safeguarding Lead.

Designated Safeguarding Lead

The designated members of staff store child protection information securely, offer advice and support to colleagues, pass on concerns to the relevant authorities and liaise with social workers.

Working in Partnership with Parents

We recognise that children's welfare is paramount. Good safeguarding and child protection practice and securing good outcomes for children relies on a positive, open and honest working partnership with parents/carers.

Whilst we may, on occasion, need to make referrals to Children and Families Service without consultation with parents, we will make every effort to maintain a positive working relationship whilst fulfilling our statutory duty to protect children.

Governors

Our school Governors are aware of their role in safeguarding children, review the safeguarding policy annually and ensure independent contractors have the required child protection procedures.

A designated governor liaises with the school to review school policies and procedures and reports back to the Governing Body.

Our Staff

All staff are required to work in a professional way with children and receive regular update training on how to keep children safe. All staff should be aware of the dangers in:

- Working alone with a child (e.g. a door should always be open or a clear view into the room maintained)
- Physical intervention
- Cultural and gender stereotyping
- Dealing with sensitive information
- Giving and receiving gifts from parents and children
- Contacting children through private telephones (including texting, emailing, or social networking sites)
- Disclosing personal details inappropriately
- Meeting pupils outside school hours or school duties

Safer Recruitment

When recruiting new staff at least one member the interview panel will hold a Safer Recruitment certificate. Full references and DBS checks are undertaken before staff are employed.

Safeguarding Information for Parents

The information enclosed outlines how we as a school and a community work together to keep our pupils safe.

The Governors and staff at our school are fully committed to promoting the welfare of children and protecting children from harm.

We recognise that all members of the school community will at all times play a full and active part in protecting our children from harm.

The following policies are linked to the information contained in this leaflet:

- Safeguarding
- Keeping Children Safe in Education (DfE)
- PSHCE
- Health and Safety
- Positive Handling
- Attendance
- Relationships and Sex Education
- Anti-bullying & Behaviour
- Medicines in Schools
- Whistleblowing
- Acceptable Use Policy

Contextual Safeguarding

Safeguarding incidents and/or behaviours can be associated with factors outside the school and can occur in a range of environments. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation and serious youth violence. The schools work closely with a network of professionals to keep children safe.

Teaching Safeguarding

Relevant issues are addressed through the PSHE curriculum for example, self-esteem, emotional literacy, assertiveness, power, relationship and sex education, British values, online safety and bullying. Relevant issues will also be addressed through other areas of the curriculum, for example, PSHE, English, History and Art.

We provide opportunities for pupils to develop skills, concepts, attitudes and knowledge that promote their safety and well-being.

Online Safety

Children use the internet for a variety of activities including games, research and homework and, of course, for accessing social networking sites. Whilst they are confident with the technology children are not always able to make the right decisions about what they access, who they talk to and what they might post about themselves and others on the internet. As part of our commitment to safeguarding we ensure robust teaching across KS1 and KS2 to ensure children are well informed and well equipped for the online world. We run regular coffee mornings for parents and carers across the year.

Health and Safety

- Risk assessments are carried out regularly and any issues are communicated to pupils & staff.
- All members of staff are aware of their responsibilities to report health and safety concerns to the site manager or a member of senior staff immediately.
- All members of staff are required to wear ID badges at all times.
- We keep records of accidents and particular behaviour incidents with evidence of action taken.
- The school is expected to be kept in a tidy and clean state at all times.
- The school exit gates are attended by a member of staff at the start and end of each school day.

Mental Health

We ensure a mentally healthy environment through the promotion of school values and encouraging collaboration, promoting pupil voice and opportunities to participate in decision-making, celebrating academic and non-academic achievements.

School approaches ensure that systems support early identification. This includes monitoring attendance patterns, punctuality patterns, behaviour patterns and health indicators. Awareness of warning signs which may indicate a pupil is experiencing mental health or emotional wellbeing issues should always be taken seriously and staff observing any of the warning signs will communicate their concerns with the Designated Safeguarding Lead or the learning mentor as appropriate who will then liaise with parents, carers and appropriate members of the professional network team.

Photographing Children

We understand that parents/carers like to take photos of their children or video them in school plays, at sports day or school presentations. This is a normal part of family life and we do not discourage you from celebrating your child's success. However, there are restrictions on the use of images of children (e.g. data protection). We adhere to the following guidelines:

We seek written parental consent for the use of photographs and images for use by the school (including the school website and brochures) when a child joins the school.

If external visitors come to the school to make videos or take photographs for use outside the school we will seek specific parental consent.

We are sensitive to the feelings of pupils who may be uncomfortable about being photographed and also be aware that placing images of some children on social media or websites may put them at risk of harm so it is asked that any images of other people's children are not placed online.

Before and After School Activities and Educational Visits

Staff and volunteers take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply.