

What we do in school to keep your children safe

'Safeguarding is everyone's responsibility, every day'.

Our first and foremost priority is to keep your child safe and healthy. Under the new OFSTED framework safeguarding is a key indicator of what constitutes a good school. Keeping your child safe means:

- The health and safety of all children
- Making sure that the adults who work here have undergone safety and security checks
- Protecting children from deliberate harm
- Being an anti-bullying school
- Being proactive against racist and prejudicial behaviour
- Being proactive against attempts to indoctrinate children in to any form of extreme ideology
- Protecting our children from harassment and discrimination
- A positive approach to behaviour management including the use of physical intervention safely, when necessary
- Meeting the needs of children with medical conditions
- Providing first aid
- Protecting children from drug and substance abuse
- Children enjoying safe educational visits
- Caring for children's personal needs
- Keeping children safe when using the internet and making sure they are aware of cyber bullying.
- Making sure our school is secure and safe
- Being a 'listening school'.
- Ensuring they know who to go in school if they have a problem

Your child and their health & safety are our number one priority. We employ the following strategies to keep your child healthy and safe:

Child Protection

All staff receives appropriate training in Safeguarding and Child Protection to ensure that they are aware of the school's procedures for child protection and their responsibilities. We have a written policy and procedures for Child Protection complying with Local Authority guidance. The Designated Safeguard Lead is Sarah Layhe-Humphreys (Headteacher). The Deputy

Designated Safeguard Lead is Sara Mindham (Assistant Headteacher). The designated governor for Safeguarding is David Angliss.

Recording and Reporting Racist Incidents

Under the *Race Relations (Amendment) Act 2000* and *Home Office Code of Practice on reporting and recording racist incidents (2000)* schools are required to record and investigate all racist incidents and to report them to the Local Authority on a regular basis. Definition of a racist incident: as recommended in the Stephen Lawrence Inquiry Report 1999: ***'A racist incident is any incident which is perceived to be racist by the victim or any other person.'***

Preventing Radicalisation and Extremism

In line with the DfE's Prevent Duty advice (June 2015) we are committed to actively promoting the fundamental British values of democracy, the Rule of Law, Individual Liberty and Mutual Respect and Tolerance of those with different Faiths and Beliefs. Our core mission of diversity permeates all we do. We place a strong emphasis on the common values that all communities share such as self-respect, tolerance and the sanctity of life. We work hard to broaden our children's experience, to prepare them for life and work in contemporary Britain. We teach them to respect and value the diversity around them as well as understanding how to make safe, well-considered decisions. We recognise that we have a responsibility to protect children from all forms of extremism and this forms an integral part of our Safeguarding Policy. This includes the use of internet filtering systems in school, to ensure children are safe from terrorist and extremist material when using the internet. If you have any concerns regarding radicalisation and extremism please contact the headteacher.

Collecting your child during the school day

Please try and make appointments out of school hours if possible. If you have to collect your child during the school day for a medical or dental appointment, please let the class teacher and office staff know and present the office with the appointment slip.

If your child is ill

Please keep them at home and notify us by 9am on the first day of any absence so that we know they are safely at home with you. We have a policy of contacting parents / carers if we haven't received a message by 9am.

If your child becomes ill during the day they will be monitored and we will telephone you if we feel it is necessary to do so. Any cuts and grazes resulting from normal play in the playground will be dealt with by our first aid trained staff, teaching assistants or midday supervisors. Any bumps on the head will be reported to the child's teacher and parents / carers will also be notified. We ensure that several members of staff have First Aid certificates and our two fully qualified First Aiders are – Mrs Haynes and Mrs Lakin.

Medicines

If a child is receiving on-going medication, parents are allowed to come into school by prior arrangement to administer this. Medication cannot be administered by school staff without it being prescribed: please visit the school office to discuss this. Medicine and tablets must never be given to a child to be brought into school. We will ask you to fill in an **Individual Medical Care Plan** if your child has medical needs. Please advise the school if there are any changes to your child's health which the school should know about.

Health Checks

Shortly after starting school our Reception children will see the School Nurse for a health check and parents / carers have the opportunity to discuss any worries that they may have with her. Health checks are carried out at various points during your child's education.

Jewellery

For the sake of safety we request that jewellery should not be worn to school, with the exception of small stud earrings and watches which may be worn at the owner's risk.

The Local Authority regulations state that ***all jewellery must be removed for P.E.***

Fire Drill

Our fire bells are tested weekly and a fire drill is held each term to ensure the swift evacuation of the building. If you are helping in school and the alarm

sounds, please leave by the nearest exit and assemble in the key stage 2 playground.

Fire Safety

Once a year the school welcomes representatives from the local Fire Brigade who come to talk to Ks1 and KS2 children about Fire Safety.

Road Safety

We ask parents / carers to support us and ease traffic congestion by walking your child to school, or by encouraging them to scoot or cycle; this provides an ideal opportunity to teach your child about road safety and traffic awareness. Zigzag lines are in force around the school so, if you do travel by car, please park well away from the school entrance for the sake of the safety of our pupils.

Road Safety Officers visit the school on an annual basis to ensure that all children are aware of how to stay safe as pedestrians. The local SNT (Safer Neighbourhood Team) also patrol the school at key times.

As part of the level 2 cycle training children in years 5 & 6 are taught how to cycle safely on quiet roads and about road safety awareness.

Safety in the playground

Before and after school

Parents/carers are responsible for children in playground before the bell rings.

Please do not allow your children to ride bikes or scooters once in the playground at the beginning or end of the school day.

Please do not bring dogs onto the school premises.

During school hours

We have very clear rules about behaviour and use of play equipment in the playground. Supervising adults are outside with the children every playtime and lunch time and additionally Playground Pals are present in the infant playground to help ensure that playtimes are a happy time for children in Beech and Willow classes.

No Smoking Area

Our school building and grounds are a designated No Smoking area so we ask for your co-operation in extinguishing cigarettes before entering the site. This includes not using e-cigarettes on the school grounds.

Security

The school was built with security of pupils and staff in mind including:

- Perimeter fencing and gates
- Fenced garden for our youngest pupils
- A sophisticated intruder alarm
- A fire alarm system
- Door entry system and signing in procedure for all visitors and staff
- All staff wear ID badges at all times

Although we want to have an open door policy we must balance this against the safety of pupils and staff and we request that parents / carers respect this.

Visiting the school

Any visitors to the school must sign in and out as a visitor and wear their badge at all times. Our staff members are trained to challenge anyone not following this practice, so we apologise in advance.

Gate Duty

At the beginning of each day there is always at least one member of staff at the gate to make sure that children stay safely inside the school playground once they have been dropped off by parents. At the end of the day all staff are out on the playground to ensure children do not leave without an accompanying adult (unless they are older pupils with permission to go home unaccompanied).

Drug Misuse, Sex and Relationship

As part of the national curriculum Year 2 and Year 5 cover age appropriate sex and relationship education. All parents receive a letter before the subject is covered explaining the topic and how they are taught. Years 5 and 6 also cover drug misuse through various outside agency input (i.e.: Police, Five60 Health through Sport programmes, Community Officers)

Police/Community Officers

We have excellent relations with our local police and community officers who regularly attend our school events and are invited in to different classes to talk about a variety of topics.

Swimming

In key stage 2 children go swimming once a week. They are accompanied by 2 members of staff who remain poolside during the lesson and closely supervise the children in the changing rooms. The children are taught swimming by fully trained instructors.

Risk Assessments and School Trips

All school trips involve the undertaking of a risk assessment and our children wear high visibility tabards clearly identifying them as Hartshorne C of E Primary School pupils on all educational trips.

Bullying

It is the responsibility of the whole school to ensure that school is a bully free zone. We are proactive in promoting a caring and positive ethos between all members of the school community. We have an anti-bullying policy with very clear procedures in place in the event of an incident involving bullying. We follow the SEAL (Social, Emotional Aspects of Learning) scheme of work and every half term there is a new topic that the whole school focus on through circle time, discussion groups and school assemblies. Every year we focus on anti-bullying week through SEAL and involve the children in anti-bullying competitions.

Nurture and Positive Play

Mrs Haynes sometimes works with individual children and small groups to help resolve friendship issues and also runs anger management groups for children who need support in this area.

Online Safety

Online Safety is taught alongside computer skills throughout a child's time at Hartshorne. We take Online safety very seriously at Hartshorne. The school has clear rules for responsible Internet use which are displayed in classrooms. Each year during Safer Internet Week children watch videos and discuss safe internet behaviour using materials provided by the Police CEOP (available at www.thinkuknow.co.uk). We have filtering systems in place to prevent children at school accessing websites considered to be unsafe or inappropriate, and encourage parents and carers to be aware of the online material and websites that their children are accessing at home. At Key Stage 1 children learn the importance of keeping their personal details private and safe and how to behave politely and responsibly online. Children also learn to tell a trusted adult if they don't like what they see online. At Key Stage 2 these key safety messages are reinforced and through discussion and viewing videos of potential scenarios children will learn about how email and social networking sites work, how they can keep themselves and their friends safe in the anonymous internet world. If we become aware of issues relating to specific children we inform parents.