



RADLETT  
PREPARATORY SCHOOL

# SAFEGUARDING POLICY

## Policy Review

This policy will be reviewed in full by the SLT on an annual basis.

It is due for review in November 2021.

# SAFEGUARDING CHILDREN

In the Government publication 'Every Child Matters', 5 key areas were deemed essential for the complete development of each and every child.

These were identified as:

- Staying Safe
- Being healthy
- Enjoying and Achieving
- Achieving economic well-being
- Making a positive contribution

As key players in the development of children, schools were identified as a crucial component in the successful delivery of this vision for children. Our school has always aimed to deliver such support and guidance for each and every child. We do this by ensuring that the environment, welfare, well-being, management and development of all children who attend this school is at the forefront of our work at all times. This document outlines the ways in which we believe we fulfil this commitment.

We see the key elements in meeting the objectives of 'Every Child Matters' as being met by us in the following policies and activities of the school.

- Behaviour Policy
- The Curriculum
- Child Protection
- Equal Opportunities
- Extra-curricular activity
- Health and Safety
- Pastoral care
- Personal and site security

Whilst we have specific policies documenting our detailed approach to managing these areas, an overview of our commitment to the principles of 'Safeguarding Children' in these respects is given below.

From September 2020, there will be additional restrictions that need to be viewed in conjunction with this safeguarding overview, due to the current Covid-19 restrictions. We will be following advice set out by the government and Department for Education (DfE) which will change over time.

## Behaviour

We have high expectations of good behaviour from all who work in the school. The children experience an atmosphere of positive reward for their co-operation and conduct as well as for their class work. When necessary and to maintain the harmony, safety and security of our community, children have to be disciplined. Our Behaviour and Pastoral Care policies detail the rewards and sanctions available to staff.

There are many rewards open to our children.

- Stickers
- Showing work to staff
- House points
- Recognition in assembly
- Principal's award
- Spelling certificates

Sanctions range from

- A verbal warning
- Being removed from class
- Loss of playtime
- A letter home
- Exclusion

The school operates an anti-bullying policy and although incidents of bullying are rare, they are always acted upon sensitively, thoroughly and immediately to protect all concerned. We regard the harmony of our community as a top priority and will tolerate no bullying. We have the same attitude and approach to any incidents of racial prejudice and it is part of our RE, PSHE and Citizenship curricula as well as assemblies, that we address both issues regularly.

## The Curriculum

Our PSHE and Citizenship programmes encourage children to learn, discuss and explore the issues of safety. They raise the children's awareness in a wide range of topics including stranger danger, healthy living, harmful substances and relationships.

In practical subjects safe practice is taught such as using PE equipment properly and handling tools and apparatus in Design Technology and Science safely.

The ICT syllabus addresses the issues of e-bullying and cyber safety with the children and parents similarly informed at the appropriate times.

Our Year 6 curriculum includes a basic First Aid course and the children are trained in cycling proficiency.

When the curriculum takes children out of school, the Principal ensures that the lead teacher has assessed the risks associated with the activity, an appropriate staffing ratio for the group has been provided and all aspects of Health and Safety have been addressed before it is authorised.

Visiting speakers with appropriate clearance are welcomed to the school to enrich the curriculum with specialist knowledge and expertise.

## Child Protection

We have a detailed **Child Protection Policy** that operates in harmony with the Local Authority. It is available for inspection at the school office and on the school website. Mrs Jenny Warren is our DSL, (Mrs Claire Foster is the Deputy DSL), and is responsible for all matters to do with Child Protection including the training of all staff which happens on a two year rotation, 'mop up' training for staff and induction training for new staff. All staff are provided with regular safeguarding training annually. This year we will be updating our understanding of the Keeping Children Safe in Education (KCSIE 2020) and reintegrating pupils following government restrictions resulting from Covid-19.

The attendance of all children is closely monitored as we have high expectations of excellent attendance. When children are unwell parents are expected to inform school on the same day either by telephone or email. If no notification is given the school will contact parents to ascertain the circumstances of the absence.

Staff are trained to manage any incident where physical restraint of a child is needed should there be any possibility that they may be about to harm themselves or anyone else.

In the case of staff having concern about anyone working with children, whether paid or unpaid, they are aware it is their duty to report the concern to the management. This can be done either verbally or in writing and they should be prepared to discuss the issues confident that any such matter will be dealt with sensitively and with the necessary degree of confidentiality.

Should there be any complaint or allegation of abuse regarding a member of staff, the school's Complaint's Policy (available in the school office) will be invoked as a matter of course.

When children start school we ask all parents for their permission to use their child's photo on displays and on the website. Photos of individual children are never used and only first names are ever given.

Internet Safety is an important part of children's education. The staff and the children are made aware of the school's policy on appropriate use of the facilities. We approach this issue at school through the IT curriculum and the use of a secure, filtered connection ensuring no inappropriate material is accessible on our site.

## Parental Responsibility

As a school we treat all parents equally, unless there is a Court Order limiting an individual's exercise of parental responsibility. The Children's Act 1989 (Section 3) defines Parental Responsibility as being:

*'all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property'.*

- Mothers automatically have Parental Responsibility and will not lose it if divorced.
- Married fathers automatically have Parental Responsibility and will not lose it if divorced.
- Unmarried fathers do not automatically have Parental Responsibility.
- Step-fathers and Step-mothers do not automatically have Parental Responsibility.
- Grandparents do not automatically have Parental Responsibility.

## School pickups

If there is no restriction, and no issue about safeguarding, then the school will not prevent a child going home with one or the other parent.

School must always be informed if there is a different person to usual picking up. Rotas, other parents, Grandparents who will be picking up regularly should make themselves known to the class teacher at the beginning of the year. In the Infant department 'One off' pickups should give the teacher the child's password. Parents may also inform the office by email to alert the teacher.

The welfare of the child is the paramount consideration for our school. In the event of a concern being raised school will take independent legal advice to ensure that a parent's rights and responsibilities are not infringed, and the actions of the school are compliant with education law. See Appendix 1 Dept for Ed advice dealing with PR.

## **Health & Safety**

The school has a Health & Safety policy that is reviewed annually by the Health & Safety committee. We also employ external consultants (Croner) to annually inspect and advise us on all aspects of Health & Safety to ensure we meet all current legislation.

We also ensure that Health and Safety is in line with the requirements set out in the Independent Schools Standards, 2014.

Staff bring to the attention of the Health & Safety officer or Principal any areas of concern and they initiate an examination of the matter to determine what remedial action is necessary.

Risk assessments are in place for all areas of the school; activities during and after school and for all class outings.

Fire drills are carried out at least once a term to ensure the building can be evacuated and the buildings are assessed annually for fire risk by our external consultants. Following training particular staff have assumed the role of Fire Wardens and take responsibility for the safe evacuation of the school.

First Aid is managed by the two school matrons, NMC Registered Nurses, and the majority of school staff have a First Aid qualification from Paediatric First Aid to Emergency First Aid at Work. There is a clear procedure known to all staff for managing incidents where children are poorly or have suffered an accident either in school or on the playground or field. Records are kept of all incidents where medical aid has been administered and parents are informed by telephone where applicable. In the case of a head injury, a note is taken home by the child. During Covid-19 restrictions, additional first aid advice is provided, see Annex A, version 2, of the school policy.

## **Site access, parking and security**

### **Staff site access**

- Staff are free to access the 'staff' car parks up to 8.20am in the mornings.
- All arrivals after that time are to park in the main car park.
- On arrival all staff sign in to meet safety regulations. Staff sign out when they leave the premises.
- All staff wear named lanyards or badges to identify them.

### **Child and parent access – under normal circumstances**

- Children are welcome to access the Junior and Infant playgrounds from 8.15am and should be supervised by a parent until the duty staff arrive at 8.25am.
- On wet mornings the hall will be open from 8.25am to admit Junior children and Infant children go straight into their classrooms.

### **Child and parent access – under Covid-19 restrictions**

- No adults are permitted on site without prior appointments.
- Children access and leave the site at staggered intervals as advised by the government.
- Once entering the school site, children go straight to their classrooms where they are supervised by class teachers.
- Parents/carers drop off and collect children in the car park at their designated times.

### **Staff lunchtime access**

- Any staff choosing to leave the school site at lunchtime must sign both out and in in order for us to meet safety regulations.

- On returning to the site staff must park their cars on the lower playground.

## **Security**

The school site is remote from either shops or dwellings so any visitor is quickly noticed and challenged as to their reason for being there. It is the responsibility of all staff to ensure the security of the school community and we have some basic rules to ensure all are safeguarded.

- All school staff members wear either a badge or lanyard to identify them.
- CCTV covers all areas of the site and the school office keeps this monitored.
- Access from the bottom car park to the school is via a locked barrier (Staff use a personalised fob). Site visitors ring to access the office and are observed via a video to confirm their identity.
- Site gates are locked between the hours of 6pm and 6.45am
- External doors are kept locked during the school day except when access is required.
- Visitors, volunteers and late arriving pupils must enter by the main entrance only and sign in before accessing the school. Signing out is required on leaving.
- Any adult who is not a member of staff will be challenged if found in the school without a 'visitor's badge.
- Children are only allowed to leave school if collected by an adult who is either a parent or adult with confirmed permission and is signed out.
- Reception and Yr 1 children are issued with a password and this must be given if the person collecting is someone other than the usual person.

## **Staff, Visitors and Volunteers.**

All staff appointed to work in school have an Enhanced Disclosure and Barring Service (EDBS) and s128 check. This search highlights any people with a criminal record or who have been the subject of previous allegations regarding their suitability to work with children. Staff have their EDBS re-checked every 3 years as a matter of school policy.

New staff are inducted into safeguarding practices and it is the responsibility of their mentor to familiarise the new appointee with procedures and policy which affect the safety and wellbeing of all at school, in particular the children.

Volunteers who meet and work with the children on a regular basis are also subject to a CRB check. Any visitor who does not yet have clearance will not be left alone with a child or group of children under any circumstances and will always be supervised by an appropriately identified member of staff.

Visitors with a professional role – police, ambulance, fire brigade – are assumed to have relevant clearance.

Contractors working on site, whatever their level of clearance, will not be allowed to be in the company of any children without the presence of a member of staff.