



Safeguarding Policy

“Every Child Matters at Bankfield”

Status: Statutory

Purpose: To outline systems and procedures which are in place to ensure that all students are protected whilst under the care of our school.

The policy has been developed in accordance with the principles established in the Children’s Act 1989, Working Together to Safeguard Children 2006 (due to be updated 2009), Safeguarding Children and Safer recruitment in Education 2006 and Halton Safe Guarding Children’s Board Procedures for Safeguarding Children 2007.

Aims to:

Maintain and environment which enables students to:

- be and stay safe
- be healthy
- be able to enjoy and achieve
- be able to achieve economic well-being
- make a positive contribution

There was a clearly stated need that, while each area of society has an important part to play in child development, we must embrace the document both individually and collaboratively.

At The Bankfield 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. The Bankfield School therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place:

Implementation:

The Health and Safety Policy

The school has a health and safety policy, which is monitored each term by the relevant committee of the school governors. A copy of this policy is available with 24 hours notice.

The LA produces a monitoring checklist, which has to be completed on a yearly basis. The Head teacher, the Finance Manager with responsibility for Health and Safety, the Site Manager and the Governors with responsibility for Health and Safety oversee this comprehensive list. Any concerns from staff are reported to any of the above and the site supervisor 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 critical incidents 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 volunteer to 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 medical book

- A note is issued to parents
- If there is any doubt at all a parent is contacted.

The Bankfield Schools policy is that members of staff will not give medicines at all. In the case of a student 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.

For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Head teacher or Assistant head teacher - Inclusion. 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. In rare circumstances the school nurse will be contacted as a matter of utmost urgency before the parent.

Site security

The Bankfield 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 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 window and been issued with a visitors pass.

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

Empty classrooms should have closed windows.

Students should never be allowed to leave school alone during school hours, and if collected by an adult, signed out.

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

The site is closely monitored by CCTV.

Attendance

Excellent attendance is expected of all students, but when students 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 student's attendance and punctuality causes concern. Attendance rates are reported each term to the LEA, annually to the government and to all parents. Positive measures are in place to encourage students to attend regularly and punctually and the school is ware of its right to take legal action against parents who do not ensure good attendance and punctuality.

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 CRB check. This search highlights people who have a criminal record or if previous allegations have been made them. If staff are found to have a criminal record the appointment is reconsidered by the Head teacher and the Personnel committee of the Governing Body. The LA is informed directly by the Criminal Records Bureau.

The Head teacher sits on all appointment panels where the candidates are external applicants. The Head teacher has undertaken the NCSL training on Safer Recruitment

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 students.

Induction of volunteers

Volunteers must also have Criminal Records Bureau clearance. For a brief activity, such as a school visit, which does not involve the supervision or close contact of children the school may telephone for a "99" check. 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 CRB search will be conducted. Visitors who do not yet have clearance will under no circumstance be left alone with a student or group of students.

Welcoming visitors

Visitors with a professional role i.e. the School Nurse / Connexions should have relevant clearance. The school will check this clearance has been obtained. As these professionals are visitors they are expected to sign in at the school office and obtain a visitors identity badge. (See also Site Security).

Child Protection Policy

The designated adult for Child Protection is Miss McDowell and in her absence Mrs Owen and the designated governor is Mrs Fiona Banner. There is a detailed Child Protection Policy and procedures, which is available from the school office with 24 hours notice. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Certain governors and all staff have had appropriate child protection training, which is updated at least every three years.

All allegations of abuse by or complaints of a teacher will be dealt with following the Halton Safe Guarding Children's Board Procedures for Safeguarding Children 2007. A copy of this is available at 24hours notice. For any complaints about the Head teacher 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 ICT, Personal, Social and Health Education 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 taking 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 Head teacher.

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

Internet Safety

Students 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. If teachers know of misuse, either by a teacher or child the issue should be reported to the Head teacher without delay. Detailed Acceptable Use Policies for both staff and students exist to outline what constitutes misuse and the procedures for dealing with any policy breach.

As Child Protection Officer the Assistant Head teacher (Inclusion) has overall responsibility for any child protection concerns arising from e-safety issues. The ICT Manager and Head of ICT are the individuals responsible for e-safety and there is an e-safety procedure which explains how matters of child protection should be identified and escalated to the Child Protection Officer. The IT Network team monitors internet usage and has direct access to all email addresses and users accounts provided to staff, students and visitors.

Equal opportunities

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

Students 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 The Bankfield School we have high expectations for this. A policy entitled Behaviour Procedures details the rewards and sanctions available to staff. Although the emphasis is always on the positive there are also times when students have to be disciplined in order to maintain the safety and security of all students.

There are numerous rewards available to students:

- e merits
- prizes
- praise postcards
- Certificates
- Trophies
- Celebration Assemblies

But the sanctions range from:

- A telling off
- Being removed from the class
- Loss of free time
- Detention
- Reporting to a senior member of staff
- A letter home
- Isolation
- Exclusion

Staff are discouraged from handling students, but there may be occasions when this is necessary so that they do not harm either themselves or others.

Anti Bullying Policy

The Bankfield Schools 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.

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 from the school office at 24 hours notice.

Racial tolerance

Along with the equal opportunities statement there is a statement in the prospectus that asserts: "At The Bankfield School students will 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. It is in working together that we will make The Bankfield School even better."

Racism is tackled in both the RE and in the PSHCE curricula. The students take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the students also e.g. we have had Indian dancers in and we have worked with a group of local high school students.

Photographing and videoing

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine, however at The Bankfield School we have taken a sensible, balanced approach, which allows parents to photograph and film providing they follow certain guidelines:

- Parents are informed that students will be photographed or videoed for purposes such as learning opportunities within lessons. They are advised of their right to withdraw their child through the Bankfield newsletter. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

Whistle blowing

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 follows the Local Education Authority's draft policy on Whistle blowing. A copy of this can be made available at 24 hours notice.

Roles and Responsibilities:

All staff have a role/duty to play in the monitoring of student welfare and safeguarding and should always report concerns however minor, to the Designated Person for Child Protection or Head teacher in her absence.

Relationship with other policies:

Anti-Bullying Policy
E-Safety Procedure
Acceptable Use Policy – Staff
Acceptable Use Policy - Students
Child Protection Policy
Curriculum Policy

Monitoring & Evaluation:

Assistant Head teacher (Inclusion) will:

- regularly update student information relating to CiC, Children at Risk or others who have Multi-agency intervention
- maintain an up to date list of vulnerable students and their methods of support and ensure the relevant staff are aware of this
- analyse how different curriculum areas develop wider skills for learning, personal qualities and attributes (SEAL)
- monitor the Alternative Provision provided in conjunction with the Alternative Placement coordinator
- ensure concerns are raised at the weekly SLT Meeting or daily briefing in cases of emergency
- report to Governors at each termly meeting

Senior Leadership team will:

- monitor weekly safeguarding issues and ensure appropriate action has taken place

Policy written by:

Carole Owen - Head teacher

Date:

Updated May 10

Date adopted by Governing Body:

June 2010

Date for review:

June 2011