

BEATRIX POTTER PRIMARY SCHOOL

Magdalen Road, Earlsfield, London SW18 3ER

Headteacher Mr S. Neale, DipEdTech DipEd MA

Deputy head Ms D. Lawrence, BEd

Business manager Mrs V. Taylor-Walker BSc (Hons) MA

Telephone 020 8874 1482

Fax 020 8871 9416

Email info@beatrixpotter.wandsworth.sch.uk

www.beatrixpotterschool.com



Beatrix Potter School Safeguarding.

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Beatrix Potter School Safeguarding.

When the government published “Every Child Matters” it raised 5 key issues that were deemed essential in the complete development of each and every child:

- Must be and stay safe
- Must be healthy
- Must be able to enjoy and achieve
- Must be able to achieve economic well-being
- Must 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, schools must embrace the document both individually and collaboratively.

The government has published a policy “Safeguarding Children” and this school has used this in formulating its own safeguarding statement.

The Senior Management Team will have the responsibility of ensuring that the school does its best to deliver each of the five key issues.

1 Beatrix Potter Primary School Safeguarding Children Statement

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

2 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.

The Headteacher, the Deputy Head with responsibility for Health and Safety, the Premises Manager and the Governors with responsibility for Health and Safety oversee this. Any concerns from staff are reported to any of the above and the Premises Manager 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.

In addition to the Health and Safety Policy there are policies regarding Food and Drink and Food and Hygiene. These determine safe practices in school and the Kitchen/ Dining Room.

3 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 if required
- The incident is logged in the accident book (Refer to book)
- For head injuries a bump letter is sent home to parents
- If there is any doubt at all a parent is contacted.

Members of school staff will not give medicines. In the case of a pupil 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 Headteacher or Deputy. 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.

4 Site security

Beatrix Potter 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.

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

Empty classrooms should have closed windows.

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

Should a child leave 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.

5 Attendance

Excellent attendance is expected of all children, but when children 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 child'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 children to attend regularly and punctually and the school is aware of its right to take legal action against parents who do not ensure good attendance and punctuality.

6 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 Headteacher and the Personnel committee of the Governing Body. The LEA is informed directly by the Criminal Records Bureau.

The Headteacher sits on all appointment panels where the candidates are external applicants. The Headteacher 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 children.

7 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. The office performs this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children. A volunteers guide and policy is also available.

8 Welcoming visitors

It is assumed that visitors with a professional role i.e. the School Nurse or members of the police already have relevant clearance but the office will check this before admittance is granted and a note made of anyone entering without clearance who may be visiting. (they will be under supervision whilst on site)

9 Child Protection Policy

The designated adult for Child Protection is Mr. Neale and Ms Lawrence and the designated governor is Mrs. L Banner and Mrs. H Moody. The school follows the Pan London Child Protection Policy, which is available from the school office. It is the Governing Body's duty to ensure the policy is reviewed and any deficiencies within the policy addressed. Certain governors and all staff have had appropriate child protection training, which is updated at least every three years.

The child protection policy includes a statement on physical restraint. This school follows DfES 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 Area Child Protection Committee procedures. A copy of this is available. For any complaints about the Headteacher the Chair of Governors should be contacted directly.

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

11 Internet Safety

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Beatrix Potter has a range of policies in place that offer staff and parents guidance. 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. He is also the internet and email manager for school and has direct access to all email addresses and passwords.

12 Equal opportunities

At Beatrix Potter we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at BP are considered equal in the learning partnership. When children have special needs we make arrangements to inform parents and design specific programmes. 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.

13 Behavior policy.

Good behavior is essential in any community and at Beatrix Potter we have high expectations for this. A separate policy on BP's behavior procedures is in place detailing the rewards and sanctions available to staff. 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:

- Stickers
- Showing another teacher good work
- Team Points
- Certificates
- Cups, etc

But the sanctions range from:

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

Staff are discouraged from handling children, but when they deem it is safest to do so guidance has been given on safe methods of restraining a child so that they do not harm either themselves or others. BP follows the Rights respecting charter of the UN incorporating its aims and approaches in our policies.

14 Anti Bullying Policy

The BP definition of bullying is: "A systematic and extended victimisation of a person or group, by another or group of others."

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. There is a more detailed Anti-bullying Policy.

15 Photographing and videoing

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

- Parents consent to school taking photographs by signing a permission slip at Parents' Evening or upon entry to school. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.
- Parents taking photographs read the LEA advice leaflet.