

**Abbots Farm Junior School**  
**Safeguarding Children Statement**  
**(This should be read in conjunction with the Child Protection & Safeguarding Policy**  
**updated Sept 2017)**

At Abbots Farm Junior 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 safe, secure environment in which their children can flourish. In order to achieve this, a wide range of measures are in place.

### **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. The LA produces a monitoring checklist, which has to be completed on an annual basis. The Headteacher, the Caretaker and the named governor responsible for Health and Safety oversee this comprehensive list. Any concerns from staff are reported to any of the above and the caretaker carries out an initial examination, assessing what remedial action needs to take place. Health and Safety is an item on each staff meeting agenda. During this time staff may bring up any issues which they feel may put either pupils or staff at risk. Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment.

### **First Aid**

Most staff have received School First Aid Training (1<sup>st</sup> June 2015) and are certified for three years. 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 accident book
- For head injuries a head note is issued and a text message sent to parents
- If there is any doubt at all a parent is contacted.

The Abbots Farm Junior School policy is that staff do not administer medicine. In the case of a pupil needing medication during the day parents are welcome to come into school to administer correct dosages.

### **Site security**

Abbots Farm Junior School provides a secure site, which is controlled by precise management directives. Therefore all people on the site have to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding. Therefore:

- Gates are locked except at the start and end of each day.
- Doors are to 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.
- Empty classrooms should have closed windows.
- Children are never allowed to leave school alone during school hours. If collected by an adult they must be signed out. Children are only allowed home with adults with parental responsibility or where confirmed permission has been given.
- 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 Senior Management Team. The Police and parents will be informed of the circumstances.
- At the end of the school day, children are collected by parents via the school playground. Some children are permitted to walk home by their parents and are expected to go straight home. If a child is expecting their parents to collect them and they are not at the school gate or on the playground, the child is expected to return to the school office and notify a member of staff.

## **Attendance**

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone by 10am with a follow-up a letter of absence if the absence is three days or longer. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts.

The school works closely with the Attendance Enforcement Officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA, termly to the government and to all parents annually. 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.

## **Appointments of staff and induction of newly appointed staff and work placements**

All staff appointed to work in school have a Disclosure & Barring Service (DBS) check. This search highlights people who have a criminal record or if previous allegations have been made against them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the governing Body. The LA is informed directly by the DBS. For teaching staff a check is carried out using the Employer Access Online Service against the prohibition of teachers.

The Headteacher sits on all appointment panels. The Headteacher and a named governor have undertaken the LA training on Safer Recruitment.

New staff are inducted into safeguarding practices. The Headteacher oversees the induction of all newly appointed staff. It is their responsibility to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children.

## **Induction of volunteers**

Volunteers must also have Disclosure and Barring Service clearance. 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 DBS search will be conducted. Visitors who do not yet have clearance will under **no circumstance** be left alone with a child or group of children.

## **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 endeavour to check this before admittance is granted and a note made of anyone entering without clearance and a supervised visit will then take place. (See also Site Security).

## **Child Protection Policy**

The designated adult for Child Protection is **Mr Joss Andrews** and the designated governor is **Mrs Sara Bax**. There is a detailed Child Protection & Safeguarding Policy, which is available on the school website or a paper copy is available from the school office. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. All staff have had appropriate child protection training, which is updated every three years and an annual overview is undertaken annually in September.

## **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 Danger Alerts. Children are encouraged to explore and discuss these issues. The children participate in the 'Taking Care' project annually which teaches them about protective behaviours.

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 place 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 Educational Visits Coordinator

(Currently the Headteacher). Residential trips out of the LA boundaries require additional authorisation from the LA.

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

### **Internet Safety**

Children use the internet as part of their learning. Parents and pupils sign an internet safety agreement when joining the school. Pupils are never to be left unattended whilst online. Internet safety is studied annually by all pupils and is reinforced in lessons throughout the year. E-safety is addressed in classrooms and in assemblies throughout the year.

### **Behaviour**

Good behaviour is essential in any community and at Abbots Farm Junior we have high expectations for this. We follow an 'assertive discipline' policy which places an emphasis on positive aspects of behaviour; details can be found in our Behaviour policy.

There are numerous rewards available to children:

- Good to be Green awards and certificates
- Best Work Stamps - Showing the Headteacher examples of excellent learning
- House Points
- Certificates
- Class prizes

But the sanctions range from:

- A warning
- Loss of privilege time
- Time out of class area
- Referral to Deputy Head/ Assistant Head
- Contacting parents.

*Exclusion from school is rare and only used in very extreme circumstances.*

### **Bullying**

Bullying is not always easy to define. In Kidscape, Dan Olweus, an expert in prevention of bullying, says that bullying includes;

- Deliberate hostility and aggression towards a victim,
- A victim who is weaker and less powerful than the bully or bullies,
- An outcome which is always painful or distressing for the victim.

The school's response to bullying 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 on the website.

### **Racial tolerance**

At Abbots Farm Junior School pupils will be prepared for an ethnically diverse society. The school will work hard to promote racial equality and harmony by preventing and challenging racism. Racism is tackled in both the RE and in the PSHE curricula. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors also work with the children.

### **Photographing and videoing**

On registration for entry to Abbots Farm Junior School parents' consent to school taking photographs by signing a permission slip. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

## **Whistleblowing**

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.

**Reviewed By J. Andrews 5<sup>th</sup> September 2017**

### **Types of abuse and neglect (Taken from the DfE document Keeping Children Safe)**

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.