Site Safety

- Risk assessments carried out regularly and any issues communicated to pupils & staff.
- There is a designated Safeguarding Link Governor
- We keep records of accidents and particular behaviour issues with evidence of action taken
- All members of staff are required to wear ID badges at all times.
- All members of staff are aware of their responsibilities to report health and safety concerns to the caretaker or a member of Senior Leadership Team immediately
- Windows should not be blocked or covered or furniture placed in front of exits.
- The school is expected to be kept in a tidy and clean state at all times.

Entry and Exit from the school

- All visitors must use the main school office during the school day.
- The school yard is attended by a member of staff at the start and end of each school day.

Governors

Our school Governors are aware of their role in safeguarding children, review the safeguarding policy annually and ensure independent contractors have the required child protection procedures. A designated governor liaises with the school to review school policies and procedures and reports back to the governing body.

The Prevent Strategy

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism.

Extremism is defined by the Government in the Prevent Strategy as: *Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.*

Our school values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values. Both pupils/students and teachers have the right to speak freely and voice their opinions.

However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. Our school is clear that this exploitation and radicalisation should be viewed as a safeguarding concern. Our school seeks to protect children and young people against the messages of all violent extremism and to report any concerns to the relevant authorities.

Safeguarding Information for Parents

The Governing body of our school fully recognises that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002). We adhere to the LA's Safeguarding Children Board Procedures.

We recognise that all members of the school community including volunteers and governors will at all times play a full and active part in protecting our children from harm.

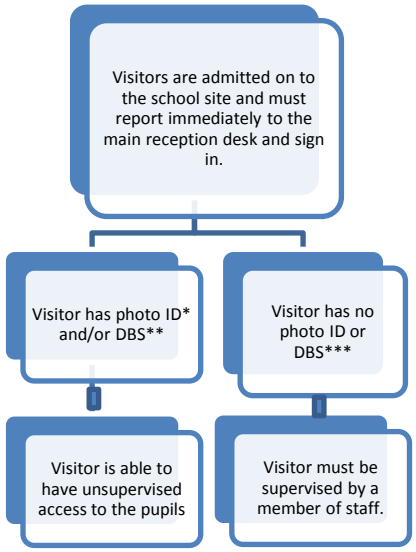
The following policies are linked to the information contained in this leaflet: Safeguarding, Keeping Children Safe in Education (DFE) , PSHE, Health and Safety , Attendance, Sex and Relationships , Anti-bullying & Behaviour, Medicines in Schools and whistleblowing.

The information enclosed outlines how we as a school and a community work together to keep our pupils safe.

July 2018

Visitors to School

All visitors must sign into the visitors book or the computerised system. All visitors are expected to wear a visitors badge. It is everyone's responsibility to politely challenge anyone without the correct ID.



* Valid photo ID Driving Licence, passport or NHS ID

** School should take a copy of the relevant DBS number

*** If a visitor does not have the relevant ID/checks they must wait until a suitable member of staff is available to supervise access.

Staff Conduct

All staff are required to work in a professional way with children and receive regular update training on how to keep children safe. All staff should be aware of the dangers in:

- Working alone with a child (e.g. a door should always be open or a clear view into the room maintained)
- Physical interventions
- Cultural and gender stereotyping
- Dealing with sensitive information
- Giving to and receiving gifts from parents and children
- Disclosing personal details inappropriately

Confidentiality

Members of staff and governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis. Pupil and staff records are all kept securely. Staff know that they are required to report any disclosure or safeguarding concern to the school safeguarding lead and are not able to 'keep secrets' of this nature.

Safer Recruitment

When recruiting new staff, at least one member the interview panel must hold the Safer Recruitment certificate. Full references and DBS checks are undertaken of all employed staff.

Photographing Children

We understand that parents/carers like to take photos of their children or video them in the school play, at sports day or school presentations. This is a normal part of family life and we do not discourage them from celebrating their child's success.

However, there are restrictions on the use of images of children (e.g. data protection) and may be health and safety considerations. We adhere to the following guidelines:

- We seek written parental consent for the use of photographs and images for use by the school (including the school website and brochures) when a child joins the school.
- If external visitors come to the school to make videos or take photographs for use outside the school we will seek specific parental consent
- Staff should be sensitive to the feelings of pupils who may be uncomfortable about being photographed and also be aware that placing images of some children on public forums, social media or websites may put them at risk of harm, so it is asked that **any images of other people's children are not placed online.**

E-Safety

The schools have a separate policy on internet use and e –safety. Learning how to stay safe online forms a core part of our IT curriculum.

Before and After School Activities and Educational Visits

Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply.