

HEMLINGTON HALL ACADEMY



POLICY FOR SAFEGUARDING

Introduction

This academy Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the school and is an overarching document which demonstrates how everyone working in or for our school service, shares an objective to help keep children safe from harm and abuse.

The academy pays full regard to “**Keeping Children Safe in Education**” July 2015.

We aim:

- To ensure that children within our school feel safe at all times.
- To ensure that all stakeholders are safe and feel that they are able to put the welfare of the children first without concern that there will be any negative consequences attached to their actions.
- To ensure that all adults who have contact with children in school have been properly vetted and cleared as suitable to work and support children in our care/charge.
- To ensure that all adults who have contact with children in school have been trained to undertake their safeguarding responsibilities effectively.

School Commitment

Hemlington Hall Academy is committed to safeguarding and promoting the welfare of all its pupils. We recognise that some children may be especially vulnerable to abuse and that children who are abused or neglected may find it difficult to develop a sense of worth and to view the world in a positive way. Whilst at school their behaviour may be challenging and we recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all our pupils and recognise that each pupil's welfare is of paramount importance.

Providing a Safe and Supportive Environment

Safer Recruitment and Selection

We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult, including volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, verifying identity and

work in the school who is likely to be perceived by the children as a safe and trustworthy adult, including volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, verifying identify and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capability for the job. It also includes undertaking interviews and where appropriate, undertaking ISA Children's List checks (formally List 99 and POCA), criminal record checks (DBS checks), Disqualification by Association checks, barred list checks and prohibition checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- A DBS will be obtained for all new appointments to our academy workplace (including volunteers, where appropriate).
- All employees will be expected to complete the "Disqualification by Association" declaration form. Employment will only be as a result of clear checks.
- All employees will advise the Head Teacher immediately of any changes to their DBS / DbA checks which may impact on their employment
- All employees will undertake a DBS / DbA review each September, signing to confirm their record is accurate
- This academy is committed to keep an up to date single central record detailing a range of checks carried out on our staff, volunteers and governors.
- All new appointments to our school workforce from overseas or who have lived outside the UK will be subject to additional checks as appropriate.
- Our academy ensures that supply staff have undergone the necessary checks and will be made aware of this policy.
- Identity checks will be carried out on all appointments to our academy workforce before the appointment is made.

The following staff and Governors have undertaken and completed the Children's Workforce Development Council 'Safer Recruitment' training:

Headteacher: Mrs K Edmenson

Deputy Head Teacher: Mrs S Lockney

School Governors: Mr D Elliott, Mrs K Braithwaite

Safer Working Practice

Our academy will comply with the Government Offices "Guidance for Safer Working Practice for Adults Who Work with Children and Young People" and the Local Authority Child Protection procedures at all times.

Safe working practice ensures that pupils are safe and that all staff, volunteers and governors:

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Work in an open and transparent way.
- Work with colleagues where possible in situations open to question.
- Discuss and/or take advice from school management over any incident which may give rise to concern.
- Record any incident or decisions made.
- Apply the same professional standards regardless of gender, race, disability of sexuality.
- Be aware of confidentiality policy.
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

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Safeguarding Information for Pupils

All pupils in our academy are aware of a number of staff who they can talk to if they feel unsafe, stressed or anxious about school, home or friendships. We are committed to ensuring that pupils are aware of the behaviour towards them that is not acceptable and how they can keep themselves safe. Children should understand that we have a senior member of staff with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. PSHCE materials we use to help pupils learn how to keep safe are:

Jigsaw

Lucinda and Godfrey

S.E.A.L. materials and curriculum planning (phasing out)

A range of other materials

The Senior Designated Person for child protection in our school is:

Mrs K Edmenson (Head Teacher)

The Deputy Senior Designated Persons for child protection in our school are:

Mrs S Lockney (Deputy Head Teacher)

Mrs J Harrison (Family Liaison Officer)

Mrs J Knox (Upper KS2 Leader)

Mrs N Padgett (KS1 Leader)

Mrs J Purvis (Early Years Leader & SENDCo)

Partnerships with Parents

The academy shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information until we have permission or it is necessary to do so to protect a child.

Hemlington Hall Academy will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with Hemlington Hall Academy. We make parents aware of our Safeguarding and Child Protection Policies and parents are aware that they can view these policies on our website and upon request.

In October 2015, the school became part of the Operation Encompass programme. This is a system whereby the Police will contact the child's school as early as possible the day following any Domestic Violence incident reported to them where the child has been witness, present or involved. Parents receive a letter to inform them of this. School will take measures to ensure the child has a positive and caring environment, providing support where necessary.

School Training and Staff Induction

School Training and Staff Induction

The academy's Senior Designated Person with responsibility for child protection and any named deputies undertake specific child protection training which includes how to undertake their role. Refresher training was undertaken on 18th September 2014 and will be repeated at three yearly intervals.

All other academy staff, including non-teaching staff, volunteers and governors undertake appropriate training to equip them to carry out their responsibilities for child protection effectively. Training for new staff and Governors took place on 4th February 2015 and whole staff and Governors attended training on June 10th 2015. This will be refreshed in 3 years.

In addition, all KS2 Pupils, parents, staff and Governors receive annual training on E-Safety with Simon Finch (Digitally Confident). This training takes place in March.

In September 2015, all staff and Governors completed the PREVENT Online training course, as recommended in the DfE June 2015 Guidance entitled 'The Prevent Duty'.

In line with new Curriculum and government guidance, staff and Governors will also attend training (Autumn 2015) on Child Sexual Exploitation (CSE), Forced Marriage (FM), Female Genital Mutilation (FGM) and Children Missing from Education (CME).

Health and Safety Policy

The academy has a Health and Safety policy which is monitored each year by the relevant committee of the Academy's Governing Body.

The Head Teacher has overall responsibility for Health and Safety, supported by the School Business Manager, site manager, first aider and a governor with responsibility for Health and Safety. They oversee the policy, risk assessments and the accident book. Any concerns from staff, volunteers, governors or pupils 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 academy conducts an annual fire risk assessment.

There is a critical incidents plan that details what staff and parents should do in the case of emergencies.

First Aid

In school the following members of staff are trained to oversee first aid:

**Mrs K Jones
Mrs C Simon
Mrs K Osborne
Mrs J Jamison
Mrs K Elliott
Mrs D Macdonald
Mrs T O'Brien
Mrs J Walker
Daisy Chain Sports Coaches**

First aid kits are situated in the following locations:

- Main Office
- Nursery

- Nursery
- KS1 Wet Area

When a child is unwell or has suffered an accident in school or in the school grounds, the following steps are followed|:

- Step 1: A trained first aider is immediately called to provide assistance and advice
- Step 2: The incident/accident is logged in the incident/accident register and / or an accident slip is completed in the case of more minor injuries
- Step 3: The parent is notified of the incident/accident as appropriate and as soon as necessary
- Step 4: The Local Authority Health and Safety Team and/or the Health and Safety Executive are notified of the incident/accident where there is a statutory duty to do so.
- Step 5: The Academy's Insurance Company Zurich may be notified if the incident is of a more serious nature or if urgent medical attention is required

Site Security

Hemlington Hall Academy aims to provide a secure school site but recognises that 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. It is recognised that laxity can cause potential problems to safeguarding. Therefore, the academy ensures that:

- **Gates are locked except at the start and end of each day and with the exception of midday nursery times to allow parents to pick up and drop off children in the nursery setting.**
- **Doors are kept closed to prevent intrusion.**
- **Children are told that they must not leave the site nor let anyone in using door release buttons without an adult's presence**
- **Wherever possible visitors and volunteers only enter through the main entrance and must sign in at the office.**
- **All visitors in school must be wearing a visitors badge around their neck. Staff are asked to challenge anyone seen without one.**
- **Children are only allowed home with adults/carers with parental responsibility or confirmed permission has been received in advance.**
- **Children are not allowed to leave school alone during school or after school hours unless parent specifically signs a disclaimer requesting them to do so.**
- **If a child leaves school during the school day, he / she must be collected by an adult and signed out in the office file**
- **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. Parents and Police will then be immediately informed of the circumstances.**

Welcoming other Professionals

Visitors with a professional role, such as the school nurse or members of the Police should have been vetted to work with children through their own organisation. When there is a planned visit to the school, the HT or Office staff will ensure that written confirmation is received from the employing organisation that the said individual has been vetted through the DBS and cleared to work with children.

When the said individuals make adhoc or unplanned visits to the school, they will be

been vetted through the DBS and cleared to work with children.

When the said individuals make adhoc or unplanned visits to the school, they will be accompanied by a staff member at all times and not allowed to have any unsupervised access to the children until confirmation of their vetting status has been confirmed. No examination/medical treatment of any child will be allowed unless the professional has suitable clearance prior to their visit.

It is recognised that in emergency situations when the Police are called, perhaps to deal with an unruly pupil/adult, it may not be possible to confirm their identity before access to the school site is allowed. The Head Teacher/School Business Manager will use their professional judgement to effectively manage these situations.

Child Protection Policy

The Senior Designated Person for child protection is Mrs K Edmenson. The Deputy Designated Persons are the Leadership Team and Family Liaison Officer. The Designated Governor for child protection is Mrs K Braithwaite. There is a detailed Child Protection Policy operating within the academy which is available from the academy's office and is on the website. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately.

If staff members have concerns about a child or indeed an adult, they should raise these with the academy's designated safeguarding lead or a member of the leadership Team. This also includes situations of abuse which may involve staff members. (These should be taken to the Local Authority Designated person Lynn Griffiths Tel: 354451). The safeguarding lead will decide whether to make a referral to children's social care. Where a child and family would benefit from co-ordinated support from more than one agency (for example education, health, housing, police) there will be an inter-agency assessment. These assessments identify what help the child and family require to prevent needs escalating to a point where intervention would be needed.

If, at any point, there is a risk of immediate serious harm to a child a referral will be made to children's social care immediately. In serious situations, the child may not be allowed to leave the school until Police / Social Care authorise it.

All allegations of abuse by or complaints about a teacher, other member of staff or volunteer, will be managed in accordance with Middlesbrough Borough Council's Child Protection Procedures. A copy of these procedures can be found at www.mgrid.org.uk/childprotection The Chair of Governors should be contacted directly where there are allegations/complaints against the Head Teacher.

The Local Authority Designated Officer (LADO) for child protection oversees all allegations made against those who work with children and can be contacted at any time for advice on Middlesbrough 354451. Similarly, advice and guidance can be obtained from the Police on 326326 (ask to be put through to the Child Abuse Investigation Unit).

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, in subjects such as Personal, Social and Health Education relevant discussions around related issues take place with the children. Topics include such themes as Drugs, Alcohol, Sex and Relationships, Stranger Danger, and e-safety issues. 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 explained, such as using equipment properly in PE and Design and Technology. Appropriate staffing levels will be maintained at all times when the curriculum is being delivered outside of the school site. Appropriate and

discussed and safe practices explained, such as using equipment properly in PE and Design and Technology. Appropriate staffing levels will be maintained at all times when the curriculum is being delivered outside of the school site. Appropriate and agreed pupil/adult ratios are always maintained. The lead adult always risk assesses visits and trips to ensure children are safeguarded and protected from harm before the event is finally authorised by the Head Teacher, who is the School Education Visits Coordinator.

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

Internet / E-Safety

Children are encouraged to use the internet as much as possible but at all times in a safe way. Parents are asked to give permission for their children to use the internet on entry to school. Parents, pupils and staff must sign an Acceptable User Policy to ensure that they understand the risks and sanctions relating to misuse of the system in and beyond the school. If staff know of misuse either by a teacher, staff member, volunteer or child, the issue must be reported to the Head Teacher without delay.

The Head Teacher has overall responsibility for internet safety and will have access to all email addresses and passwords involved. The academy follows guidelines for Internet use/E safety laid down by the Northern Grid for Learning, the Local Authority and the South Tees Local Safeguarding Children Board.

The school will ensure that:

- Software is in place to minimise access and to highlight any person accessing inappropriate sites or information.
- Pupils will be encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. (If this results in child protection concerns, the Senior Designated Person for child protection should be informed immediately).
- Every effort is made to encourage pupils not to give out personal details, phone numbers, school, home addresses, computer passwords etc.
- Pupils adhere to the school policy on mobile phones.
- Annual training is provided to KS2 pupils, staff, governors, parents and volunteers on e-safety matters and throughout the year as necessary
- The use of the computers is currently monitored by 'E-Safe Education'. They provide weekly reports which are sent to the Head Teacher and logged in a file. Incidents are also reported in the same way.

All KS2 Pupils, parents, staff and Governors receive annual training on E-Safety with Simon Finch (Digitally Confident). This training takes place in March.

Inclusion Opportunities

At Hemlington Hall Academy we welcome all children. We do have an inclusion policy. Where a child has a recognised disability we will make all reasonable adjustments to accommodate their needs in school. This will include the availability of resources and accessibility of the school building and site. We will make every effort to ensure that children with Special Educational Needs maintain entitlement when they enter the school. We also have a 15-place High Needs Base for children aged 4 – 7 with specific learning, medical, social / emotional and / or physical needs. They are allocated a place via the SEND Team at Middlesbrough Local Authority, who meet annually.

Behaviour Policy

Good behaviour is essential in any community and at Hemlington Hall we take pride in having very high expectations in this area. The school has a Behaviour Policy and an Anti-Bullying Policy that must be adhered to by all children and a copy is available on the website.

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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 including:

- Stickers
- Showing staff good work
- Good News Postcards home
- Celebration Assembly Prizes
- Playground Pals
- House Points
- Weekly Star Pupil Award
- Certificates / Trophies / Shields
- Head Teacher Award

Sanctions range from:

- Discussing their behaviour with a key member of staff
- Timeout
- Being removed from the class / isolations.
- Loss of playtime
- Fixed-Term or Permanent exclusion – including internal arrangements

Staff are discouraged from handling children but where they deem it is the safest thing to do, guidance. 13 staff received training in July 2013 on safe methods of 'restraining' a child so that they do not harm themselves or others in line with DfE policy and guidance. Any physical restraint is recorded in school and discussed with child and parent to prevent further incidences.

Anti-Bullying Policy

The academy's response to this is unequivocal. Adults must be informed immediately and action will take place. The school acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated.

There is a more detailed Anti-bullying Policy available on the academy's website.

Social Networking Policy

We have a strict Social Networking Policy encouraging staff, children, governors and parents to behave responsibly when using any social media. Photographs posted taken in school and comments that could bring the academy's name into disrepute will be taken extremely seriously and may include legal action.

Equality, Racial and Gender Tolerance

The school has an Equal Opportunities Policy and a Diversity & Equality Policy.

Racism is tackled in both the RE and in the PSHCE curricula. The children will take part in discussions designed to raise awareness and address prejudices. This work ensures that discrimination against another person for race, gender, culture or lifestyle is not tolerated, and remains at the forefront of everything we do.

Photographing and Videoing of Children in School

At Hemlington Hall Academy we have taken a sensible and balanced approach to photographing and videoing children on the school site. We are considering a formal policy around 'Taking Photographs and Video Images of Children' which will be discussed with Staff and Governors.

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Taking pictures and videos images of children's achievements and activities is a wonderful way of capturing a memory and promoting successes. The school operates an 'opt out' procedure, which has been shared with parents. We ask parents to review their decision at least annually, at the Meet the New Teacher Meeting at the start of the year.

In the event that photographs are required for local newspapers, we would always seek individual permission from the parents of the children involved and try to put safeguards in place to ensure anonymity (wherever possible) in their usage.

Whistleblowing

If members of staff, volunteers or governors have any concerns about people working in a paid or unpaid capacity with children, they have a duty of care (and in some cases a professional duty) to inform management accordingly. This can be done in writing or verbally and such issues will be managed with sensitivity and the necessary degree of confidence.

The academy follows the Local Authority's policy on Whistleblowing and a copy is displayed on the staffroom wall, website and available from the school office.

Policy Review

This policy document will be reviewed by the Academy's Governing Body on an annual basis to ensure it is up to date with current legislation and best practice.

Author: K.Edmenson

Date: 28th September 2015 (awaiting ratification at FGB)

Reviewed by: HHA Governing Body

Review Date: 17th October 2016

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