

Chesterton Community Sports College Safeguarding Policy

The Chesterton Community Sports College Safeguarding Children Statement

At CCSC 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. CCSC therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put 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.

The Headteacher, members of the SLT and the Site Supervisor and the Governors with responsibility for Health and Safety oversee that the Health and Safety policy is upheld by the school. 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.

First Aid

In school there are always trained members of staff who volunteer to oversee first aid. When a child is poorly, or has suffered an accident in school or on the school premises there is a protocol for staff to follow:

- A trained first aider is consulted
- The incident is logged in the accident book
- If there is any doubt at all a parent or carer is contacted.

The CCSC policy is that members of staff will not give medicines at all. In the case of a pupil needing medication during the day, parents are welcome to come into school to administer correct dosages or medication is handed into the main office where a trained first aider will give the relevant medication to the child ensuring parents directions are followed.

For matters of an intimate nature the staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Headteacher or Assistant Headteacher. 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

CCSC 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. We always aim to avoid potential problems to safeguarding.

Therefore:

Doors should be closed to prevent intrusion but to facilitate smooth exits.

Visitors, volunteers and parents must only enter through the main entrance and after signing in at the office. If children need to leave the school premises then they must get permission from their house leader and sign out at the school office – parents will always be contacted.

Should a child leave the school premises without permission then staff will be informed and parents and police (if appropriate) will be informed of the circumstances.

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, the school has a policy of phoning home to ascertain each child's whereabouts.

The school works closely with the Education Welfare officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA, 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.

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

All staff that are appointed to work in school have 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 LA is informed directly by the Criminal Records Bureau.

The Headteacher or Deputy Headteacher sits on all appointment panels where the candidates are external applicants. The Headteacher and Deputy Head have undertaken the Local Authority training about 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.

Induction of volunteers

Volunteers must also have Criminal Records Bureau clearance if they will be unsupervised with children. 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 School Bursar performs this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

Child Protection Policy

The designated adult for Child Protection is Miss Deryth Machin and the designated governor is Mrs S Gribbin. There is a detailed Child Protection Policy. 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 every two years.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as PSHE discusses relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships and keeping safe. 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 taken 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. Examples could include the school nurse, police officers or fire fighters.

Internet & E Safety

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Parents are asked each year if they agree to their child using the Internet as part of the home school agreement. Children's areas are monitored by the network manager regularly to check that that the internet is used appropriately. If teachers are aware of misuse, either by a teacher or child the issue should be reported to the Headteacher without delay.

As Child Protection Officer the Assistant Headteacher has overall responsibility for internet safety. Dave Lawton, as Network Manager, is the named Internet and email manager for school and has direct access to all email addresses and passwords provided by the school system.

Equal opportunities

At CCSC we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and everyone at CCSC is considered equal in the learning partnership. When children have special educational 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.

Behaviour Policy

Good behaviour is essential in any community and at CCSC we have high expectations for this. 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 by lesson, weekly, monthly and termly in celebration assemblies

But the sanctions range from:

- Isolation
- Work in another room for an agreed period of time - buddy
- Involvement of on call
- Fixed term exclusion

Anti Bullying Policy

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

Although bullying in this school is rare the school always acts swiftly with a process of investigation, communication and action. Bullying will not be tolerated. Any bullying issues are reported to governors as part of governors meetings

There is a more detailed Anti-bullying Policy that is available from the school office.

Racial tolerance

The Macpherson Report of the Stephen Lawrence Enquiry defines a racist incident as: ‘Any incident which is perceived to be racist by the victim or any other person.’

Racism in any form is damaging to society and more specifically, to those groups and individuals against which it is directed. Racial harassment is defined as any form of human behaviour that has the effect of threatening, intimidating, ridiculing, humiliating or undermining the perspective of a person or group on racial or cultural grounds. Race and culture relate to colour, race, ethnicity, traditions and nationality.

Confidential Reporting (Whistleblowing)

If members of staff ever have any concerns about people working in school whether 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 policy on Confidential Reporting (Whistleblowing.) A copy of this can be made available at 24 hours notice.

Monitoring, Evaluation and Review

The school will review this policy and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Policy Approval Form

Policy Title:	Safeguarding			Date when written:	September 2014	
Policy written by:	Diane Beardsmore			New Policy (✓ or x)		Revised Policy (✓ or x)
Date when approved by Directors:		Date when presented to stakeholders:		Date when implemented:		
Published on: (✓ or x)	School Website		School Prospectus		Staff Handbook	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

