

**CYNGOR SIR POWYS COUNTY COUNCIL**

**CYMUNEDAU, SGILIAU A DYSGU / COMMUNITIES, SKILLS AND LEARNING**

**GWASANAETH YSGOLION / SCHOOLS SERVICE**

**SAFEGUARDING POLICY FOR YSGOL UWCHRADD CAEREINION HIGH SCHOOL**



## **INTRODUCTION**

The Governing Body of Caereinion High School recognises that, in order to support the complete development of each and every child, they have a duty to ensure that each child:-

- stays safe;
- is healthy;
- is able to enjoy and achieve;
- is able to achieve economic wellbeing;
- makes a positive contribution.

This Safeguarding Policy makes reference to the following aspects which support the safeguarding and promoting the welfare of pupils:-

- Child Protection;
- Health and Safety;
- Bullying;
- Equal Opportunities;
- Harassment and discrimination;
- Racist abuse;
- Drug and substance abuse;
- First Aid;
- Pupils with medical conditions;
- Sex and relationships education;
- Safeguarding in the curriculum;
- Safety on educational visits;
- Internet safety;
- Welfare of pupils on extended vocational placements;
- Issues specific to a local area;
- Site security;
- Attendance;
- Safe recruitment;
- Induction;

- Welcoming visitors;
- Behaviour and Discipline;
- Physical intervention and restraint
- Photographing and videoing;
- Whistleblowing; and
- Communication with parents and learners.

## **SAFEGUARDING STATEMENT**

The Governors and staff of Caereinion High School are fully committed to adhering to section 175 of the Education Act, 2002, which requires Local Authorities and Governing Bodies of maintained schools and institutions to have arrangements for exercising their functions with a view to safeguarding and promoting the welfare of children. The Governing Body of Caereinion High School responds to the objective of keeping children and young people safe by:-

- creating and maintaining a safe learning environment for children and young people;
- identifying where there are child welfare concerns and taking action to address them, where appropriate, in partnership with other agencies; and
- the development of children's understanding, awareness and resilience through the curriculum.

The Governing Body recognises that achieving this objective requires a system designed to:-

- prevent unsuitable people from working with children and young people;
- promote safe practice and challenge poor and unsafe practice;
- identify incidents in which there are grounds for concern about a child's welfare, and initiate or take appropriate action to keep them safe; and
- contribute to effective partnership working between all those involved in providing services for children and young people.

Governors and staff in Caereinion High School will work together with other agencies in order to achieve the above objective.

At Caereinion High School the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that the school will provide a secure environment in which their children can flourish. The Governing Body and school staff, therefore, make every effort to ensure that this expectation becomes a reality. In order to do this, a wide range of measures and policies have been put in place.

## **CONTACTS**

**The Designated Teacher for Child Protection/Safeguarding for the School is:  
Mrs Sian Pugh**

**The Deputy Designated Teacher for Child Protection/Safeguarding for the School is: Mr. W. Miller-Jones**

## The Nominated Governor for Child Protection/Safeguarding for the School is: Dr. Margaret Jones

### 1. Child Protection

The school's Child Protection Policy, together with an **APPENDIX** providing details of definitions of child abuse and procedures for addressing Child Protection issues is attached to this Safeguarding Policy.

### 2. Health and Safety

The school has a Health and Safety Policy which is monitored regularly by the school Governing Body. The Headteacher and Governors oversee the Policy and staff are required to report any concerns to the Headteacher who will either carry out or arrange an initial examination, assessing what remedial action needs to take place. The Policy addresses fire drills, and efficient emergency evacuation from the building, health and safety risk assessments, fire risk assessments and procedures for addressing critical incidents.

### 3. Bullying

The school has an Anti-bullying Policy, which is set out in a separate document and is reviewed annually by the Governing Body.

The school defines bullying as:

*... the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.*

*Bullying can be:*

- *Emotional*      *being unfriendly, excluding, tormenting, threatening gestures*
- *Physical*        *pushing, kicking, hitting, punching or any use of violence*
- *Racist*          *racial taunts, graffiti, gestures*
- *Sexual*          *unwanted physical contact or sexually abusive comments*
- *Homophobic*   *because of, or focusing on the issue of sexuality*
- *Verbal*          *name-calling, sarcasm, spreading rumours, teasing*
- *Cyber*           *All areas of internet, such as e-mail and internet chat room misuse*  
*Mobile threats by text messaging and calls*  
*Misuse of associated technology, i.e. camera and video facilities*

The school's response to any incidents of bullying is unequivocal. Adults must be informed immediately and action will take place. Children are told that silence is the bully's best friend. *We are a TELLING school.* Although bullying in this school is rare, the school always acts swiftly with a process of investigation, communication and action, and always in partnership with parents. Bullying will not be tolerated.

### 4. Equal Opportunities

The school's statement on Equal Opportunities states:

*At Caereinion High School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school,*

*irrespective of disability, race, gender, age, sexual orientation, religion or belief, gender reassignment, pregnancy & maternity, marriage and civil partnership. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.*

A statement is published in the School Prospectus and the school's Equal Opportunities Policy.

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. Further details are provided within the school's Equal Opportunities Policy, which is published as a separate document.

## **5. Harassment and Discrimination**

The school's response to issues of harassment and discrimination is included within the Equal Opportunities Policy/are addressed in a separate document.

The school will not tolerate any issues of harassment and discrimination, whether carried out by adults or children, and its response to such issues is included within the above Policy.

## **6. Racist Abuse**

Along with its Equal Opportunities Policy, the school also has a Race Equality Policy. It is important to the Governing Body for pupils at the school to be prepared to live in an ethnically diverse society. The school will make every effort to promote racial equality and harmony by preventing and challenging racism. Racism is tackled in both the RE and PSE curriculum and further information regarding the strategies used by the school to address allegations of racism are set out in its separate Race Equality Policy. The children take part in discussions designed to raise awareness and address prejudices. From time to time, visitors work with the children also and all racist incidents are reported to the Local Authority and Governing Body when they occur.

## **7. Drug and Substance Abuse**

The school maintains a separate Drug and Substance Misuse Policy, which is linked to the school's Behaviour Policy, and provides appropriate support for any children who may be involved in drug and substance abuse. In addition, these issues are addressed, on a regular basis, as part of the curriculum and further details are provided in the school's separate policy on Drug and Substance Abuse.

## **8. First Aid**

**The school has trained members of staff who take responsibility for First Aid.**

**The staff responsible for First Aid are:-**

**Mrs Avril Hughes**

**Mrs Eirian Williams**

**Mrs Vicky Faulkner**

**Mrs Anne Robinson**

**Mr Trenton Lister**

First Aid equipment is stored in the medical room. First Aid kits are placed in strategic places around the school, with departmental and first aid staff responsible. Travel First Aid kits are available for off-site activities. Detailed procedures as to action to be taken in the event of an accident or a child falling ill are included within the First Aid Policy which is a separate document.

## **9. Pupils with Medical Conditions**

The school's stance in relation to the administration of medication is that members of staff will only give medicines when the parent has completed and signed the appropriate form requesting that staff administer medication; the decision to meet the request is at the discretion of the Headteacher/or members of staff will only give medication when the requirement is set out in a Healthcare Plan provided through the school Nursing Service. Teachers are entitled to refuse to administer medication and, in the event of a pupil attending the school who requires medication, either on a regular or emergency basis, arrangements will be made for non-teaching staff to administer the medication if teachers are not prepared to undertake this task. Appropriate training is provided for staff required to administer such medication as diazepam, medazelin, epipens etc.

For matters of an intimate nature, arrangements for support of such pupils within the school will be agreed prior to admission of the pupils and every effort will be made to maintain the dignity of the young person involved.

Further details in relation to administration of medication are provided in the school's Administration of Medication Policy which is a separate document.

## **10. Sex and Relationships Education**

The provision of sex and relationships education is addressed through a separate policy covering this aspect **or** the school's PSE Policy **or** the school's Curriculum Policy.

## **11. Safeguarding in the Curriculum**

The school's curriculum addresses Safeguarding issues in two ways. In the first instance, the curriculum, in subjects such as personal and social education, discusses relevant issues with the children and topics such as drugs, sex and relationships, are included within this subject. Children are encouraged to explore and discuss these issues. Secondly, the curriculum is designed so that safety issues within each subject are discussed and safe practices taught for example using equipment properly in PE and Design and Technology. The school audits all its schemes of work to ensure that Safeguarding is addressed. At all times, appropriate staffing levels are provided within the teaching environment and, when children are taught offsite, the required adult: pupil ratios are maintained. The school will use visiting speakers, where appropriate, in order to enhance the learning experiences of the children and young people.

## **12. Safety on Educational Visits**

**The members of staff responsible for educational visits are:  
Mrs Eluned Downes / Mr David Evans via EVOLVE**

All educational visits are carried out in accordance with the Authority's guidance on undertaking educational visits and this guidance includes adult ; pupil ratios, the organisation of transport, ensuring a CRB check of the transport driver, appropriate comfort breaks, appropriate curricular opportunities, and means of emergency communication. Further details are provided in the school's Educational Visits Policy, which is a separate document.

### **13. Internet safety**

The school takes seriously its responsibility for encouraging children to keep safe online and Internet safety is addressed, with the pupils, through resources such as those provided by the CEOP (Child Exploitation Online Prevention). Internet safety is addressed in a separate policy, which is regularly reviewed. Children should be encouraged to use the Internet as much as possible, but at all times in a safe way. Parents are asked to confirm their agreement for their child to use the Internet. Pupils must never be left unattended whilst online and staff will ensure that this does not happen. If staff know of misuse, either by a staff member or child, the issue will be reported to the Headteacher without delay.

### **14. Welfare of Pupils on Extended Vocational Placements**

Where a pupil is involved in ongoing work experience or other vocational placements, the school will make regular visits to the young person to ensure their welfare is being maintained. The young person will be encouraged to report any concerns and issues of work experience are addressed in a separate policy.

**The school's contact for work experience and other vocational placements is:  
Mrs Emma Fitzgerald**

### **15. Site Security**

The school makes every effort to provide a secure site and therefore, all people on the site have to adhere to the rules that govern it. The arrangements for maintaining site security are as follows:-

All visitors should report to reception and sign in when they will receive a visitors badge which should be displayed at all times. Appropriate staff will meet visitors at reception and escort them to their respective rooms. Visitors should sign out at reception and return their visitors badge at the end of their visit.

All contractors will also be shown the asbestos register and sign to say they have seen it. Arrangements will be made to seek confirmation of a person's CRB / DBS certificate as and when required.

If the conduct of a visitor is deemed inappropriate, this should be brought to the immediate attention of the Headteacher or Deputy Headteacher, who will take the appropriate action to deal with the situation at once. A full written report will be produced.

Pupils who need to leave the site during the school day will only be allowed to do so if they bring a letter signed by the parent / carer. The letter must be countersigned by the form tutor and the Headteacher / Deputy Headteacher. Pupils must produce the signed letter to the office staff before they sign out. If a pupil returns to school before the end of the school day, he / she must sign in at reception.

If a pupil leaves the school site without permission, a duty of care call will be made informing the parent / carer or police as deemed appropriate.

## **16. Attendance**

It is recognised that children who truant by either not attending school when their parents believe that they are there or who abscond from school without permission, place themselves at risk and, therefore, the school maintains a separate Attendance Policy. This addresses such issues as procedures for parents to report the illness of a child, contact with the home in the event of an absence, the involvement of the Education Welfare Officer, publication of attendance rates and reporting of information, in respect of attendance to the Governing Body and the Local Authority. In addition, it includes positive measures to encourage children to attend regularly and punctually at the school. It also makes reference to the Authority's entitlement to take legal action against parents who do not ensure good attendance and punctuality.

## **17. Safe Recruitment**

The school adheres to the Authority's guidance in relation to safe recruitment and this includes the involvement of a Governor or member of staff who has undertaken Safer Recruitment training, provided by Powys Human Resources, on all appointment committees, the inclusion of safeguarding questions in the interview and the taking up and retention of written references for successful candidates. Arrangements for recruitment are set out in a separate recruitment policy.

## **18. Induction**

All new members of staff and new volunteers are provided with induction in relation to their role and this induction, either before the role is taken up at the school or immediately after the role is taken up at the school includes being given a copy of the Powys Local Safeguarding Children Board publication entitled 'A Quick Guide to Child Protection, Protecting and Caring for the Children and Young People of Powys'. It is expected that this will be read by the member of staff/ volunteer, and a signature obtained to prove that they have read the document. Understanding of the document will be clarified through a conversation between the member of staff/volunteer and the Designated Teacher for Child Protection, or their Deputy.

## **19. Welcoming Visitors**

Arrangements for the welcoming of visitors are included within the site security arrangements, referred to above.

## **20. Behaviour and Discipline**

Issues of behaviour and discipline are addressed in separate policies and these include such issues as rewards for appropriate behaviour and sanctions where behaviour is inappropriate.

## **21. Physical Intervention and Restraint**

Physical Intervention and Restraint is only carried out by staff who have been trained in appropriate procedures. The school expects every effort to be made to de-escalate a situation, prior to physical intervention. Appropriate support is provided for both pupils and staff who are involved in physical intervention.

## **22. Photographing and Videoing**

The issue of photographing and videoing school events is addressed in a separate policy.

## **23. Whistleblowing**

Whistleblowing is covered in a separate policy. If members of staff have any concerns about the behaviour or intentions of any person within the building, school grounds or in the proximity of children, 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.

## **24. Communication with Parents and Learners**

The school makes parents aware of its Safeguarding Policy and Procedures, and the need to share information with other agencies if necessary, when admitting pupils. Learners are made aware of what to do if they have a concern through discussions in PSE lessons and information posters placed around the school.

Signed:

Chair of Governors: W.Owen

Date: 05/12/12

Headteacher: D. Evans

Date: 05/12/12

Date for Review: December 2013

