

Safeguarding Policy



Children's Rights;

Article 2 – Right to no discrimination

Article 3 – Best Interests

Article 10 – Right to be safe

Article 23 – Right to education

d'Auvergne School is committed to promoting the safety and wellbeing of Jersey's children, and those who attend our school.

In order to achieve this, we will provide:

- A safe, healthy learning environment;
- Opportunities for children to build trusting relationships with adults, that allow them to discuss any worries or issues that are affecting them.

This policy references, and should be read in conjunction with the following policies:

- Child Protection
- Well-being and Positive Mental Health Policy
- Anti-Bullying Policy
- CYPES Child Protection Policy (GoJ)
- Dealing with Allegations Against Staff and Volunteers Policy (GoJ)
- Education of Children Looked After Policy (GoJ)
- Intimate Care Policy (GoJ)
- Online Safety Policy
- Safer Recruitment Policy

The Department for Education has a comprehensive list of safeguarding policies that can be found at: -

<https://www.gov.je/government/departments/educationsportculture/pages/policies.aspx>

This policy applies to all adults, including volunteers, working in or on behalf of the school.

All staff and volunteers will:

- fully comply with the school's policies and procedures
 - attend appropriate training
 - inform the designated person of any concerns
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Policy Aims

- To bring together information from all of the policies at d’Auvergne School that relate to safeguarding children, and signpost adults and staff to these for more detailed policy information;
- To set out the actions that d’Auvergne School takes to respond to situations that relate to the safeguarding of children;
- To set out the proactive steps that d’Auvergne School takes to reduce situations in which it is necessary to safeguard children.

Key Staff

- Designated Safeguarding Lead – Rachel Maguire
- Deputy Designated Safeguarding Leads – Sam Cooper & Alex Wheaton
- SENCO – Sally Lacy-Kerr
- Business Manager – Natasha Norman
- CYPES Safeguarding Lead – Dani Perrier
- PSHE Lead – Kirsty Aubert
- JP Co-ordinator – Alex Wheaton

Providing a Safe and Supportive Environment

Our prime aim at d’Auvergne is to safeguard and protect children and to promote their welfare. To ensure that we do this effectively, agreed procedures and standards of practice are followed and met. Any cause for immediate concern must be reported to the Head teacher or Designated person for CP or Deputy. A written record must be completed on My Concern immediately. DO NOT WAIT UNTIL THE END OF THE SCHOOL DAY. Health and Safety concerns should be immediately to the school caretaker.

The Children Act 1989 placed a duty of care on all local authorities to consider the children’s needs as a priority in their dealing with children and their families. The 2004 Children Act encourages proactive systems and responses in addition to reactive practices.

For teaching staff, the duty of care is set out in the School Teachers’ Pay and Conditions document. Linked to this duty of care, staff also have a duty to act in loco parentis in the manner of caring and reasonable parents. This applies to all children in their charge or for whom they are responsible at any time. All staff who have contact with children have a responsibility to safeguard & promote welfare.

With all staff, both teaching and non-teaching, in daily contact with children, we can be the first point of disclosure for a child. It is essential that the school procedures should be followed whenever a concern about the welfare & safety of a child is expressed.

Young people living in a needy or abusive environment are unlikely to achieve their full potential.

We are proactive and committed to identifying and supporting these children.

Everyone working in the school has an important part to play in helping to safeguard children.

It is important that all staff are aware of our school's procedures and how they should make a referral when they are concerned about a child's welfare.

Child Protection

Department of Education policy is held in the staffroom and school policy see link below:

([Child Protection Policy - T:\Policy\Whole school aspects\Child Protection Policy](#))

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

The designated adults for Child Protection are Well-being and Safeguarding Lead, Rachel Maguire, Head teacher, Mr Sam Cooper and Deputy Headteacher Mrs Alex Wheaton. There is a detailed Child Protection Policy see above. The Child Protection policy should be referred to by staff for more detailed information and guidance.

It is the Head teacher's responsibility to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately and staffs have had appropriate child protection training, which is updated at least every two years.

We recognise that some children may be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. 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 of our pupils.

Accurate records will be kept and will clearly distinguish between observation, fact, opinion and hypothesis. All records are placed on the school's information system and concerns will be considered by a Designated Safeguarding Lead on an individual basis. Where necessary, concerns will be referred to MASH to assess and action an appropriate response.

A record of children involved with Social Services including date of opening and closing and named Social Worker is kept. All records are kept on My Concern.

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

All staff that are appointed to work in school are in line with Department of Education Policy and Safer Recruitment and 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. ESC is informed directly by the Disclosure and Barring Service.

Safe recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history, and ensuring that a candidate has the health and physical capacity for the job. The Headteacher or Deputy Headteacher sits on all appointment panels where the candidates are external applicants.

New staff are inducted into safeguarding practices. Copies of CP certificates are kept electronically. The School Business Manager supports the induction process for all new staff, and it is their responsibility to ensure that new staff are familiar with procedures and policy, which affect the health and safety of all at school but especially the children.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone or the absence reporting feature on Parentmail immediately. If there is no notification, school has a policy of phoning home to ascertain each child's whereabouts. Where children on roll at a school do not attend, and the school has made the usual enquiries, they should refer the case to the EWO. An attendance plan will then be formulated.

The school works closely with the EWO whenever a child's attendance and punctuality causes concern. Positive measures are put in place to encourage children to attend regularly and punctually.

Behaviour

(Behaviour Policy - T:\Policy\Whole school aspects\Behaviour)

Good behaviour is essential in any community and at d’Auvergne School we have high expectations for this. We aim to promote positive behaviour, rather than merely deterring anti-social behaviour. The school rewards positive behaviour as it believes that this will develop an ethos of kindness and co-operation. Although the emphasis is always on the positive there are also times when children must accept consequences in order to maintain the safety and security of all children and staff.

Please refer to the Behaviour policy for further information and guidance.

Counter Bullying

(T:\Policy\Whole school aspects\Behaviour\Counter Bullying Policy)

Bullying is deliberately hurtful behaviour that is repeated over a period of time, making it difficult for the person concerned to defend themselves. This can take the form of name-calling, violence, threatened violence, isolation, ridicule or indirect action such as spreading unpleasant stories about someone.

The school works hard to ensure that all pupils know the difference between bullying and simply “falling out”.

Please refer to the Counter Bullying policy for further information and guidance.

First Aid

The school has a paid member of staff who oversees First Aid. In addition, there are always trained members of staff who volunteer to support where necessary and appropriately. There are a number of first aid kits situated around school, including the classrooms of qualified First Aiders. Each class has a First Aid cupboard, labelled with a white cross on a green background. Inside, gloves and plasters are kept. The cupboard door also lists medical information for the pupils in that class. When a child is seriously unwell, 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, returned monthly to ESC
 - for head injuries a Head Note is issued, and parents contacted
 - if there is any doubt at all a parent is contacted
 - if an injury requires Accident and Emergency treatment an accident form is completed and sent to ESC straight away
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Induction of Volunteers

(T:\Policy\Whole School aspects\Volunteer Policy)

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. All staff are provided with an up to date list of parents who are DBS checked. This is also saved on the Teachers Shared area. Carmen Rodrigues co-ordinates all volunteers in the school, providing a termly list of students and volunteers with their status. References for volunteers are stored in the Head teacher's office.

Internet safety

(T:\Policy\Whole school aspects\Safeguarding\Acceptable User Policy)

Children should be encouraged to use the internet appropriately, but always in a safe way. Parents are asked to sign an acceptable user policy agreeing to their child using the internet. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. The content which children access on the internet is the direct responsibility of the teacher. Therefore, all teachers must check content before allowing access. If teachers know of misuse, either by a teacher or child, the issue should be reported to the Head teacher, Key Stage Manager or Safeguarding Lead without delay. All teachers and adults who work at school must sign the AUP before accessing the internet.

The **I** has overall responsibility for internet safety. The ICT co-ordinator and ICT technician have direct access to all email addresses and passwords. The filter system reports any searches of concern each day this is checked daily and recorded.

Parents have the opportunity to attend information evenings about internet safety through the Children and Families Hub. Pupils throughout the school receive lessons on online safety. These should be revisited regularly, particularly with regard to new intakes of children, and should permeate the curriculum.

Children and teachers are asked to sign an AUP to use the internet at school. Year 5 and Year 6 children are expected to sign an additional 'Own device' AUP agreement that is agreed by themselves, parents, the teacher and the head teacher. This 'Own device' AUP has been drawn up in line with Education department policy for home owned device use in school, renting a school owned laptop or using a school owned laptop in school, and these allow for devices to be regularly checked by the ICT coordinator or technician to ensure appropriate records are kept of checks. Failure to comply with any of the points on

the agreement will lead to withdrawal of permission to use the device at school and contacting the parents. Severe cases will be brought to the attention of the Head of Governance, Mel Pardoe, and appropriate action taken.

Mobile phones

Pupils are permitted to bring mobile phones to school for reasons such as travelling to school unaccompanied. However, it is made clear to pupils and parents that there is an expectation for these to be switched off during the day. They are to remain in pupils' bags all day, or in Years 5 and 6, handed in to their class teacher. Any child found using a mobile phone on school property will have it removed by the member of staff until the end of the day and parents will be informed. This is to ensure that no photos or recording of pupils or staff takes place without permission and is in line with the Education Department's policy.

Partnerships with outside agencies

d'Auvergne School recognises that it is essential to establish positive and effective working relationships with external agencies such as Social Services, Educational Psychologists, EWO's and Children's Services. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

Photographing and videoing

Occasionally we may take photos of the children at school. We may use these images within classrooms, in corridors and in our school's information booklet or in other printed publications, as well as our website. We may also make video or web cam recordings of school events such as residential trips or assemblies. Parents are asked to keep any photographs they take of their children in school to personal use only. Parents are reminded at each event that photographs of school children should not be uploaded to social networking sites, such as Facebook.

From time to time, our school may be visited by the media who will take photographs or video /film footage. Pupils will often appear in these images, which may be used in the JEP or on televised news programmes. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

Parents are asked to sign a consent form upon entry to school stating whether they give permission for such photographs and videos to include their son or daughter. Conditions of use of photos and video footage are clearly stated on the back of the consent form. Teachers are informed of pupils who do not have parental consent.

Pupil Information

Up to date and accurate information is kept in order to keep children safe and provide appropriate care for them. This is stored centrally in the office in a locked / secure filing cabinet. This information may be shared with outside agencies if a child is 'at risk' or it is in the child's best interests to do so. Any paperwork including personal information / data should be destroyed appropriately and placed in the bins for shredding. Pupil information may also be stored on the school tracking system. Parents of pupils with data stored in this way have signed to give permission, in line with the Data Protection Law (2005) and Retention Schedules are complied with.

Social Equality

The school will work hard to promote social equality and harmony by preventing and challenging and discrimination. Issues are addressed in both the RE and in the PSHE curriculum. The children take part in discussions designed to raise awareness and address prejudices.

School Security

d'Auvergne School provides a safe and secure environment for pupils and staff to work in. All people on the site have a responsibility to adhere to the measures in place to keep everyone safe and reduce risks where possible.

Measures:

- Apart from the main entrance, all other entrances should be locked throughout the day
 - visitors and volunteers must only enter through the main entrance and after signing in at the office
 - Children will only be allowed home with adults that hold parental responsibility or those for whom consent has been received (T:\Policy\Whole school aspects\Safeguarding\Collection Policy 2016)
 - children should never be allowed to leave school alone during school hours, and if collected by an adult, signed out
 - staff should store valuables in the safe in their classroom
 - staff should challenge unidentified / unknown people on school premises
 - adults and parents visiting the school should use staff toilets only and not children's toilets
 - staff are responsible for locking doors and securing windows in their classroom at the end of the school day
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Should a child leave the school premises without permission, then the SLT must be informed immediately so that appropriate action can be taken.

School trips

Pupils may be taken out on visits to enhance their learning. These trips should be carefully planned for to minimise risk and safeguard our pupils. The following guidance should be followed:

- the minibus may only be driven by a minibus qualified member of staff
- ratios for visits must be maintained at all times – 1:6 for KS1 and 1:12 for KS2
- booster seats appropriate for a child's weight must be used for children in KS1 (parents have received a letter of guidance about this)
- parents used to help with transportation must be police checked and hold fully comprehensive insurance. Parents of all children must have agreed to this arrangement
- a first aid kit and mobile phone must be taken on all trips
- a risk assessment and visit form must be handed to the School Business Manager a minimum of one week before any visit for approval.
- Risk assessments are stored on the Teacher Shared area and in a file in the school office.

Travelling to and from school

Some older pupils walk or cycle to school unaccompanied by a parent or carer. If this is the case, written consent must be received from an adult with Parental Responsibility. Pupils cycling to school unaccompanied must hold the Cycling Proficiency certificate.

Welcoming visitors

Any visitors to the building must be signed in and out of the school building at the office; they will be given a visitors' badge if they do not already hold one. They should enter the school building by the main entrance only. All staff are to wear identity badges. Staff and children are reminded to ask any visitor who is not wearing a badge to go to the office to collect one.

Whistleblowing

<https://www.gov.uk/government/departments/education-sport-culture/pages/policies.aspx>

If members of staff ever have any concerns about the actions of 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.

Monitoring and review

It is the responsibility of the SLT (Senior Leadership Team) to monitor the effectiveness of the Safeguarding Policy through continual self-evaluation and review.

The SLT will ensure that:

- the school has a child protection policy
- all other linked policies are kept up to date and shared with staff
- the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the school has procedures for dealing with allegations of abuse against staff and volunteers
- a senior member of the school's leadership team is designated to take lead responsibility for child protection (and deputy in their absence)
- staff undertake appropriate child protection training

To be updated September 2023

Appendix 1

Definitions

As in the Children Acts 1989 and 2004, a child is anyone who has not yet reached his/her 18th birthday.

Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; Development means physical, intellectual, emotional, social or behavioural development; Health includes physical and mental health; Ill-treatment includes sexual abuse and other forms of ill-treatment which are not physical.

Abuse and Neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Physical Abuse 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.

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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 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, though it may occur alone.

Neglect is 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 and clothing, 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 caretakers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
