

EVERSFIELD PREPARATORY SCHOOL
SAFEGUARDING CHILDREN POLICY AND
PROCEDURES



MISSION

At Eversfield Preparatory School we undertake:

- To provide a first class education for girls and boys, preparing them for entry to the leading senior schools at the age of 11.
- To offer a curriculum which values academic excellence while also retaining the breadth which nurtures the creative, sporting, technical and social skills and abilities of each child.
- To build a strong sense of community where small classes, a well ordered routine and good pastoral support help pupils to feel secure and develop their self confidence.
- To promote high moral standards and responsible attitudes based on clear and relevant Christian teaching.

INTRODUCTION AND POLICY STATEMENT

This Policy applies to all staff, governors and volunteers working in the school and will be reviewed bi-annually.

It should be read in conjunction with the School's Child Protection Policy, Health and Safety Policy, Medical Policy, Educational Visits and Activities Policy, Equal Opportunities Policy and Behaviour Policy.

It should also be read in hand with the following government documentation:

- *What to do if you are worried about a child being abused (2006)*
- *Safeguarding Children and Safer Recruitment in Education (2007)*
- *Working together to Safeguard Children (2010)*

In addition Appendix 1 gives guidance for staff as laid out in the AMA publication *Guidance for Safer Working Practice for Adults who work with Children and Young People*.

The Governors and staff of Eversfield Preparatory School accept their responsibility in relation to the care, safety and well being of children in the School's charge. The overriding consideration of the School will always be to ensure the highest possible care of children.

In any emergency situation, staff at the School understand their duty of care to pupils and will act like any reasonably prudent parent.

AIMS

The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence.
- To raise the awareness of both teaching and non-teaching staff of the need to safeguard children to ensure the highest level of protection and safety for children.
- To raise the awareness of both teaching and non-teaching staff of the need to act in line with the School's Child Protection Policy
- To emphasise the need for good levels of communication between all members of staff.

- To ensure all adults within the school who have access to children have been checked as to their suitability.
- To help protect all adults who work with children so that they do not place themselves in awkward positions which may result in allegations being made against them.

EVERY CHILD MATTERS

The government publication 'Every Child Matters' states that there are five key issues deemed essential in the complete development of each and every child. At Eversfield Preparatory School we aim to embrace these fully and accept that children within our care have a right to:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve academic well-being

SAFEGUARDING - SITE PRECAUTIONS

Health and Safety

The school has a Health and Safety Policy which is monitored and reviewed regularly. The Estates Manager and ultimately the Headmaster, is responsible for Health and Safety of children, employees and the school site.

Site Security

Eversfield Preparatory School provides a secure site. However, it is accepted that the site is only as safe and secure as the people who use it. All employees are asked to adhere to the following recommendations and exhibit vigilance at all times. Laxity can cause potential problems to safeguarding.

Key measures in place to aid site security include:

- Locking Manor Road gates at strategic times of the day, as outlined in the Staff Guidebook.
- Ensuring access at the front of school via the side gate only at agreed times (such as matches/sporting events).
- Ensuring the swimming pool area is locked at all times when not in use.
- Ensuring all external doors have digilocks which are in use at all times and not blocked open.
- Ensuring visitors to the site always enter through the Reception area and are asked to sign in and wear a visitor badge at all times.

Smoking within School

Eversfield adheres to a strict no smoking policy throughout the school and its grounds.

Procedure for the evacuation of the premises for Fire or other Emergency

All adults, including visiting students and children are aware of emergency procedures. There is a fire emergency plan in all teaching and administrative areas of the school. There are regular fire drills. Each department of the school is evacuated regularly so that children and staff know the procedure to follow in the event of a real emergency.

In the event of needing to evacuate the premises for any other emergency, the fire alarm will be used to raise the alarm and children and adults will follow the fire drill procedures. The assembly point for evacuation from each part of the school is listed on the fire emergency plan information.

The Swimming Pool

The swimming pool is adjacent to the Early Years building. When the swimming pool is out of use the swimming pool gate is kept locked. Under no circumstances is any child allowed to be in the vicinity of the swimming pool unattended.

Play Equipment

All play equipment conforms to the appropriate British Standards Institute. Climbing frames are appropriate for the ages of the children (and stages of their physical development) who will use them. They conform to all relevant safety regulations and are checked, monitored annually and maintained accordingly.

Vehicular Access to the Site

There is vehicular access to the grounds at the Manor Road entrance to the school. The school boundary lies at the end of the drive and is marked with double gates. To reduce the risk of accidents/injury to children, parents are notified that when both gates are open, there should be no pedestrian traffic - access is vehicular only. When one gate is open, pedestrians may walk safely down the drive. Any vehicles that do need to pass down the drive after one gate has closed, will only proceed with the utmost caution. Children are not permitted to use the driveway unless accompanied by a parent, member of staff or other adult.

Dogs

Due to the risk of infection from toxocarid and the general nuisance caused by fouling, the exercising of dogs in the school grounds is strictly prohibited. Parents dropping/collecting children from school are not permitted to bring dogs into the grounds. Guide dogs will be exempt.

Trespassers

The school and its grounds are private property and only persons with permission are entitled to be on the premises. All other persons with no need to be on the premises are trespassers and may be asked to leave forthwith. Legally, it is permissible to use 'reasonable force' to remove trespassers, but realistically, the police will be contacted if any trespasser refuses to leave.

Children who notice unfamiliar persons (who do not have a visitor badge) on the premises are told to inform a member of staff immediately. Members of staff should not put themselves in danger when dealing with trespassers.

SAFEGUARDING – PUPIL WELFARE

Appointment of Staff

All staff appointed to work in the school will be subject to an enhanced CRB and List 99 check in line with the requirements of Standard 4 of the Independent School Standards Regulations. This includes all part-time staff/external agency staff who are appointed to work with the children. The Headmaster and Headmaster's PA have been on LA Safer Recruitment Training. Any adult who has not, for any reason had CRB clearance will not be left in sole charge of any children (eg: work experience pupils etc.).

The school follows the ISI appointment procedure as laid out in the ISI regulatory requirements (2010 Version) and the DCSF publication *Safeguarding Children and Safer Recruitment in Education. (2007)*.

The school will report to the Independent Safeguarding Authority (ISA), within one month of leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children; the Independent Safeguarding Authority (ISA) commenced operation on 20 January 2009 and its address for referrals is PO Box 181, Darlington DL1 9FA (tel 0300 123 1111).

Governors

All Governors at the school have been CRB checked in accordance with guidelines and regulations. Any new Governors will be CRB checked upon appointment.

Register of Employees

An up to date register of all current employees is kept.

Attendance

All children are expected to attend school regularly. If a child is absent from school and a message as to the reason for their absence has not been received, the Registrar, who is responsible for monitoring attendance, will contact the parents of the absent child to verify the pupil's whereabouts.

Behaviour

Good behaviour is essential in any community and at Eversfield Preparatory School, there are high expectations of the children. There is always an emphasis on positive behaviour and the Behaviour Policy lays out a list of recognised rewards and consequences for children, depending upon their age.

Physical intervention

Staff are discouraged from handling children and in accordance with the law there is no corporal punishment allowed by the school. However, the Headmaster has authorised all teaching staff to use reasonable force in the circumstances listed below, to prevent a pupil from:

- committing an offence;
- causing personal injury or damage (including to themselves)
- engaging in any activity prejudicial to the maintenance of good order, whether during a lesson or at any other time.

Physical intervention of a nature that causes injury or emotional distress to a child may be considered under child protection or disciplinary procedures.

Playtimes

All children are adequately supervised at playtimes and are always within sight of the members of staff on duty.

First Aid

The school has two qualified first aiders at work. The qualified first aiders are supported by a team of Appointed Persons. Guidelines relating to first aid matters may be found in the Staff Guidebook. The School also has a Medical Policy.

In the event of a minor accident, first aid boxes are available at designated areas of the school.

Dismissing Children

Children will only be dismissed to parents/known family members/other adults after parental consent (normally via the Contact Book, Record Book or Upper School Planner). Any children who leaves school during the school day will be taken to the School Office to await collection from the front of school.

In the event of a parent failing to collect a child from school at the expected time:

- Children in the Nursery who are not collected at the end of their session, or at their expected collection time, remain in the Nursery to await collection (supervised appropriately)
- Children in Reception who are not collected at 3.30pm are taken to the Nursery to await collection. They are supervised by the 'late supervision' staff.

- Children in Forms 1&2 who are not collected at 3.45pm are taken to the Nursery to await collection. They are supervised by the 'late supervision' staff.
- Children in Upper School who are not collected at 4.05pm are taken to the School Office to await collection.
- If a child is sent to the Nursery, a member of staff who is supervising the child will contact the School Office to check that the child's collection arrangements have not been altered.
- If the child (Upper School) has been taken to the School Office, a member of the Office Staff will try to contact the parents of the child to notify them that their child has not been collected.
- Any children still on the site at 6.00pm, will be taken to the School Office. The school will do everything possible to contact the child's parent to find out how long a delay there may be before collection.

Missing Child Procedure

In the event of a member of staff raising the alarm that a child is missing, the following guidelines will be adhered to:

- All teaching areas and toilets within the building will be searched.
- Staff will check the exits to the building to see if any are open, and close them immediately.
- Staff will check the outside play areas.
- Staff will check the wider area surrounding the building, including the swimming pool and sending a member of staff to the Manor Road entrance/hotel gate entrance to check whether the child may have left the premises (if either gate is open).
- The Early Years Co-ordinator/Pre-Prep Co-ordinator will be notified (Lower School Children), Deputy Head/Upper School Co-ordinator (Upper School children).
- The School Office will be notified, who will inform the Facilities Manager and Headmaster.
- After a period of 30 minutes, parents will be notified that their child is missing from school.

Racial and cultural tolerance

As laid out in the policy for Equal Opportunities, the school will not tolerate any forms of racism or racist behaviour. Should a racist incident occur, it will be dealt with firmly in accordance with procedures as outlined in the School's Behaviour and Anti-bullying Policies.

Gender tolerance

The school will not tolerate any form of gender intolerance. Men and women will be portrayed as equal. Any form of sexual bullying (whether physical or non-physical) that is based on a person's sexuality or gender will not be tolerated. This includes: all behaviour carried out to either a person's face, behind their back or by the use of technology; gossiping and spreading rumours about someone's sexuality, or touching someone in a way which makes them feel uncomfortable.

Bullying

As laid out in the Anti-Bullying Policy, the school will not tolerate any forms of bullying. Offenders will be dealt with firmly in accordance with procedures as outlined in the School's Behaviour and Anti-Bullying Policies.

Photographing and filming

Upon entry to the school, all parents have the opportunity to sign a consent form giving permission for their child to be/not to be photographed for school publications/website. The school will only take and use images that are appropriate and are considered not to be open to misuse.

Parents are allowed to photograph and film their child/children in different school events that take place, so long as there is not a breach of copyright.

Images taken by the media and for publication in local newspapers are not covered under this policy and are subject to a separate set of regulations.

Minibus use

The school has a minibus which is used regularly by children in all departments of the school. The minibus is well equipped, having passenger seat belts, a fire extinguisher and first aid kit. Drivers are properly trained, and make themselves and their passengers familiar with the location and operation of safety items, especially the use of emergency exit doors. Passengers' seat belts are to be fastened at all times, and no loose packages are allowed.

All staff who drive the minibus will have taken a short course run by ROSPA (Royal Society for the Prevention of Accidents). On long journeys, there is normally another adult present in the minibus.

Upon entry to the school, all parents have the opportunity to state whether or not they give consent for their child to travel in the school minibus and/or staff cars.

SAFEGUARDING – STAFF

Staff must take due precautions to ensure that through their behaviour and actions do not put themselves at risk of harm or of allegations of harm to a pupil (for example, in one-to-one tuition, sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil etc.).

It is advisable that whenever possible staff should not be alone with pupils for any length of time and that they are visible to other people at such times as they are in a one-to-one situation.

Staff should avoid contacting pupils through any means other than through school systems, including e-mail, social websites or text message. It is advisable that staff do not put personal details on social network sites and should on no account communicate with pupils, past or present or accept them as 'friends'.

Staff should avoid carrying pupils in cars on an individual basis, whether on trips, visits or helping out parents.

Staff who engage in sports or activity training should avoid personal contact, where possible when demonstrating or helping instruct pupils and certainly keep this to a minimum especially in activities such as swimming.

SAFEGUARDING - THE CURRICULUM

The curriculum deals with safeguarding in two ways. Firstly, in subjects such as PHSE, which incorporates learning about how to be healthy and stay safe. Children are taught about stranger danger through the curriculum and about keeping themselves healthy and making informed choices, as appropriate to their age.

Secondly, the curriculum is designed so that safety issues within each subject are discussed and safe practices taught, such as using equipment safely in PE and Games, or in the Science laboratory.

More information can be found in the PHSE Policy, as well as the Sex and Relationships Policy and Drugs Awareness Policy.

Internet safety

All children from Form 1 upwards have access to the school's computer network. From Form 1 each child is issued with a user name and password. Pupils are able to log on to the network to access information in their own directory.

Once pupils have become proficient in using the network, they are introduced to the internet and email. Before any child is able to use the internet, his/her attention will be drawn to the Rules for Responsible Internet Use. Copies of this are displayed in the school's main ICT teaching area. The teacher responsible for the delivery of the ICT curriculum in each year group will regularly remind pupils about appropriate internet and email rules. The information contained in the school's Rules for Responsible Internet Use and the school's e-Safety Policy explains how the school has put in place safeguards to avoid the potential problems that unrestricted internet access can give rise to.

All website traffic is logged and monitored by the school's Network Manager using an offsite, internet security package.

Educational Visits and Activities off site

The Upper School Co-ordinator is responsible for Educational Visits and Activities and all Risk Assessments linked with out-of-school activities. All visits and activities are subject to approval by the Headmaster.

The School will take every reasonable precaution to ensure that each educational visit is carried out with the minimum risk. Risk assessments must be undertaken for each of the hazards identified, such that suitable and sufficient control measures can be put in place to minimise the dangers for pupils and staff.

All information relating to Educational Visits and Activities can be found in the Educational Visits and Activities Policy.

WHISTLEBLOWING

All employees have a duty to inform a member of the management team if they have any concerns, no matter how small, regarding the welfare of any child within the school. Concerns which are made in good faith can be raised without fear of repercussion.

All staff must be aware that they cannot promise a child complete confidentiality.

SUPPORTING CHILDREN

As a school, we recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth. We accept that they may feel helpless and humiliated. Attendance at school may provide the only stability in their lives. Eversfield Preparatory School will support all pupils by:

- Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with other support services and those agencies involved in safeguarding children.
- Providing continuing support to a pupil about whom there have been concerns, and ensuring all information is forwarded, under confidential cover, to the pupil's new school.

SUPPORTING STAFF

We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting. As a school, we will support staff by providing an opportunity to talk through their anxieties and to seek further support as appropriate.

EQUAL OPPORTUNITIES

In accordance with the school’s Equal Opportunities Policy, all children at Eversfield Preparatory School must be given full access to the school’s curriculum. Staff will endeavour to help all children to learn and achieve and extend the boundaries of their potential, irrespective of race, gender, age or ability.

MONITORING AND REVIEW

This Policy is reviewed annually and monitored by the Governing Body. Any deficiencies or weaknesses identified will then be remedied without delay.

APPENDIX: AMA Guidance for Safer Working Practice for Adults who work with Children and Young People

Signed on behalf of the Governing Body _____ Ethne Owen _____ *(Chair)*

Signed on behalf of the school _____  _____ *(Headmaster)*

Date _____ March 2010 _____

All Staff will be issued with two copies of this Policy. Please sign both copies, return one to the Headmaster and keep the other copy for your own reference in a safe place.

I confirm that I have read and understood the school’s Safeguarding Children Policy and Procedures:

Signed*(Member of staff)*

NAME _____ *(Member of staff)*
(please print)

Date

TH, Deputy Head
Reviewed June 2009
Revised June 2009
Approved June 2009
Revised July 2009
Revised March 2010, Headmaster

APPENDIX

AMA Guidance for Safer Working Practice for Adults who work with Children and Young People