

Edmund de Moundeford VC Primary School
Safeguarding Information for Parents

At Edmund de Moundeford VC Primary, 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. We therefore have to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place, read on to find out more!

Safeguarding is the term which covers all sorts of procedures to keep children safe. This booklet discusses:

- ❖ Health and safety procedures
- ❖ First Aid
- ❖ Medicine and intimate care
- ❖ Site security
- ❖ Induction of volunteers
- ❖ Appointment and training of staff
- ❖ The Safeguarding curriculum
- ❖ Photographs, videos and phone usage
- ❖ Referrals to other agencies
- ❖ Whistleblowing

There are also a number of **policies** which will provide extra information in particular the **Safeguarding policy**.

<https://www.edmundemoundeford.co.uk/policies/>

The Designated Safeguarding lead for Child Protection and safeguarding is Mrs Ablitt. Mrs Lillycrop is the other DSL. The designated governor is Kate Pizzey.

All allegations of abuse by, or complaints, of a teacher acting inappropriately in terms of Safeguarding will be dealt with following the Local Authority procedures, by the Headteacher. For any complaints about the Headteacher, the Chair of Governors (Stuart Samuels) should be contacted via the school office.

Health and Safety procedures

The school has a health and safety policy, which is monitored annually by the school governors. A copy of this policy is available on the school website.

<https://www.edmunddemoundeford.co.uk/policies/>



First Aid

In school there are a number of trained members of staff who administer first aid. There are a number of first aid kits situated around school. When a child has suffered an accident which requires treatment (other than an ice pack) there is a protocol for staff to follow:

- A trained first aider helps the child.
- The incident is logged on an accident form.
- For head injuries or a serious injury of concern parents will be phoned.

Medicine and intimate care

We can give children **medicine prescribed by the GP** if required during the day. The medicine needs to be in the original packaging with the prescription label on it and dosage requirements.

In other cases of a pupil needing medication during the day for minor illnesses, **we can administer non prescribed medication, at the discretion of the headteacher, only if the parents/carers have completed an 'Administering a non prescribed medication' form, which can be found in the foyer.** Parents are also welcome to come into school to administer correct dosages. Children are not allowed to bring cough or throat sweets into school or lip balms.



For matters of an **intimate care** nature staff are informed to deal with a child with upmost sensitivity and always to seek guidance if needed from the Headteacher or SENDCO. If this occurs regularly parents will be invited into school to help us to write a care plan.

Site security



We provide a secure site, which is controlled by precise procedures, 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. The rules are:

- Gates should be locked except at the start and end of each day, except the pedestrian gate.
- External doors and some internal doors need a fob for access by staff. Visitors will sign in at the foyer.
- New visitors will need to read a summary of school procedures, which includes safeguarding information.

- Children will only be allowed home with adults who are listed on the child's emergency contact form.
- When pupils attend a club or are late back from a trip they are only allowed to leave if their parent has given **signed consent** to say they can walk home alone or their parent has signed to say that they have collected them from the school building.
- Children should not generally be allowed to leave school alone during school hours, and when collected by an adult they must be **signed out**, through the office.
- Should a child leave the school premises without permission then staff have been informed never to chase after a child, but to keep watch discreetly and report immediately to the office, who will contact parents and police as required.

Appointment and training of staff.

All staff that are appointed to work in school have to successfully be cleared against a number of criminal record checks before appointment.

The Headteacher sits on all appointment panels and checks for gaps in employment. The Headteacher and Deputy Head have undertaken training on Safer Recruitment.

New staff are inducted into the school's safeguarding practices -this is reviewed for all staff on an annual basis as well as regular updates throughout the year.

Induction of volunteers

Volunteers must have a criminal records check (DBS) and are expected to attend safeguarding training with the school's designated safeguarding lead.

The Safeguarding curriculum/ Online Safety Button



The curriculum includes safeguarding. Firstly, we teach relevant issues through subjects such as Health Education and Relationship education. Children are encouraged to explore and discuss things like stranger danger, firework safety and road safety.

Secondly, the curriculum is designed so that safety issues within each subject are discussed and safe practices taught, such as using equipment properly in PE, Computing and Design and Technology. Pupils must never be left unattended whilst online. Misuse of technology, either by a staff member or child, should be reported to the Headteacher without delay as must any inappropriate content.

Photographs, videos and phone usage (including parents).



- Parents' consent to school taking photographs and videos being used for social media and the website by signing a permission slip. Staff are only allowed to use school cameras or tablets to take photographs/videos.
- Parents may not use their phones on the premises, unless granted permission. This is because phones have cameras on them.
- Parents taking photographs do so on the clear understanding that the photos taken are for their own personal records and will not be distributed further beyond close family members. If we have not received consent for all children to be photographed, then parents will be asked not to take photographs at that specific event.

Whistleblowing

If members of staff ever have any concerns about people working in school, paid or unpaid, they have a professional duty to inform the head teacher 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. If the concern is about the Head Teacher then the Chair of Governors will deal with the concern. The school has a policy on Whistleblowing.

Referrals to other agencies

Parents will usually be consulted before referrals are made to other agencies. If we wish to call the social services (CADS) line in relation to your child, we will seek your permission first. The only time that we would, very occasionally, not seek your permission is if we feel that asking your permission could make the situation worse for the child.