



Inspire Excellence

INTRODUCTION

This safeguarding policy is in line with the Child Protection Procedures outlined in the publications, “Working Together to Safeguard Children” (1999 and 2006) and ‘What to do if you are worried a child is being abused’ (2006)

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

‘Everyone working in or for our school service shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting’

SCHOOL COMMITMENT

ARK Conway Primary Academy is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil’s welfare is of paramount importance. 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.

I: CHILD PROTECTION

This section will consist of the following information:

- Identifying Children who are suffering or likely to suffer Significant Harm
- Taking Action to Ensure that Children are Safe at School and at Home
- Staff will immediately report
- Responding to Disclosure
- Action by Designated Senior Person
- Action following a Child Protection referral
- Recording and Monitoring
- Supporting the Child and Partnership with Parents

IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM

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.

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.

Abuse takes many forms, including physical, sexual, emotional, and neglect.

TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT SCHOOL AND AT HOME

All staff follow the Child Protection Procedures which are consistent with 'Working Together to Safeguard Children' and 'What to do if you are worried a child is being abused'

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior person with responsibility for child protection (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.

Staff must immediately report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record.

Action by the Designated Senior Person (or other senior person in their absence)

Following any information raising concern, the senior designated person will consider:

- any urgent medical needs of the child
- discussing the matter with other agencies involved with the family

Safeguarding Policy: September 2011

- consulting with appropriate persons e.g. Safeguarding Officer, Social Care
- the child's wishes

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately

OR

- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be accompanied by a standard referral form.

Action following a child protection referral

The designated senior person or other appropriate member of staff will:

- make regular contact with the Social worker involved to stay informed
- wherever possible, attend Strategy Discussion Meetings
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child or children are placed on the Child Protection Register, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
- where a child on the child protection register moves from the school or goes missing, immediately inform the key worker in Social Care

Recording and monitoring

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated.

All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the Headteacher and senior designated person.

Supporting the Child and Partnership with Parents

- School recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents

Safeguarding Policy: September 2011



- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child
- We will provide a secure, caring, supportive and protective relationship for the child
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Person will determine which members of staff “need to know” personal information and what they “need to know” for the purpose of supporting and protecting the child

2: MISSING CHILD

All staff at ARK Conway have the highest regard for the safety of the children in their care. If, for any reason, a member of staff cannot account for a child’s whereabouts, this procedure will be activated:

Procedure in the event of a missing child:

Purpose: To, as quickly as possible, locate a missing child, return them to safe custody, inform the relevant parties of the situation and invoke a review of the incident.

In addition to the ongoing vigilance of the school’s staff, there are specific times when attendance is checked:

- Registration at the beginning of the 2 daily sessions
- During offsite school visits, a frequent head count takes place
- When a parent or carer arrives to collect a child
- During fire drills and any other reason to evacuate the school building

In the unlikely event of a child found to be missing the following procedure is to be followed:

Procedure:

1. The on-site teacher/adult in charge delegates a member of staff to search indoor and outdoor areas within the area in case a child is hiding. In the event the child is found the parent should be advised of the incident and a review invoked.
2. In the event of (1) above not resulting in the safe location of the child, the head teacher/child protection officer should be informed immediately.
3. If off site the Headteacher will send a member of the SLT to join the teacher.
4. The Headteacher/ child protection officer would request assistance and ensure staff child ratios are maintained.
5. The Headteacher/ child protection officer, whilst maintaining ratios, will delegate at least one member of staff to search the school ground/vicinity, starting with the exit routes. In the event the child is found the parent should be advised of the incident and a review invoked.
6. If the child has still not been located, the parent, if not already on site, will be contacted.

Safeguarding Policy: September 2011



7. The Headteacher/ child protection officer will delegate a member of staff to follow, normally on foot, the child's route home, taking a mobile phone with them.
8. If the child is not located after the completion of (7), the Headteacher/child protection officer will inform the police (999). In the case of a Looked After Child (LAC), social services will also be contacted.
9. Once the police arrive, formal responsibility for the search will pass to the police, but the Headteacher/ child protection officer will ensure that school staff make themselves appropriately available to assist further with the incident.
10. In any event, and before leaving the site the Headteacher will ensure appropriate reassurance and comfort is provided to children, parents and staff.
11. Alert ARK, Managing Director, and Chair of ARK Governing Committee.
12. Within 48 hours of the incident, the Headteacher will write a report which will be used by the school leadership team as part of the incident review. This review will aim to look for improvements to this procedure and avoid any further occurrences of the incident.

Contacts: see appendices

3: BULLYING

The staff, children and any visitors to the school should be treated with respect, courtesy and consideration. *(Please see anti-bullying policy)*

We aim to reduce bullying in the school by:

- Identifying bullies
- Addressing the needs of individual children, both bullies and victims
- Providing a consistent response to bullies and their victims
- Implementing a system for dealing with different degrees of bullying
- Having clear agreement among all the adults involved on the steps forward
- Providing time during the Academy's in-service training programme to discuss issues associated with children's physical, social and educational well-being
- Disseminating policies and procedures for bullying throughout the school.

New pupils are at particular risk of bullying. New Pupils should be introduced properly to school life and routines. Teachers should consider the needs of new pupils in the following areas:

- Introductions and welcomes
- Playtimes
- Codes of conduct
- Tour of the school
- Toilets
- Trays

How the school aims inform the policy

The whole-school behaviour policy is based on the school aims as follows:

- To create a positive learning environment that promotes the development of children in the fullest sense and their learning and success in school.
- To empower children, by encouraging them to develop:
 - enthusiastic, enquiring minds
 - the ability to question and present rational arguments
 - an independent, positive and engaged approach to working.
- To help children realise their full potential through the highest quality of learning, teaching and experiences across the whole-school curriculum (intellectual, social, physical, ethical and spiritual).
- To prepare children for the future, and the world of work. To help children make good use of recreational time. To help children become a valued member of society.
- The core aims, principles and intentions of the policy which contribute to our school

Ethos:

- At ARK Conway Primary Academy, we aim to treat people with dignity, fairness, respect, sensitivity, care, generosity, kindness, courtesy and friendliness.
- We value the constructive and positive contribution that each individual brings to school and each person's role in the school.
- We offer support, encouragement and enthusiasm. We have high expectations of children's work and behaviour and through this teach motivation.

"We" refers to the whole-school of teaching and non-teaching staff, children, parents, governors. Through this we aim to achieve a positive school ethos. These principles and intentions are translated into actions later in this policy document.

4. HARASSMENT AND DISCRIMINATION

ARK has due regard to the need:

- To eliminate unlawful discrimination and harassment and

Safeguarding Policy: September 2011



- To promote equality for males and females, between people of different racial groups and for disabled people

ARK and each of its academies will;

- Welcome and provide for all its students and employees
- Help all students and employees to achieve their full potential
- Ensure that no student, employee or applicant receives less favourable treatment on grounds of sex (including marital status or gender reassignment), sexual orientation, age, disability, race (including nationality, ethnic or national origins or colour) or religion or belief (except where an academy's status as a church or single-sex school permits any limitation, or where any other statutory exception applies)
- Ensure that all statutory obligations are met.

Monitoring and review

The Headteacher is responsible for implementation of this policy, for the provision of monitoring and reporting information to ARK and for consultation within schools.

5. INTIMATE CARE

This policy represents the agreed principles for intimate care throughout the school.

Our school community (children, staff, parents and governors) aims to:

- Learn and grow together within a safe, caring and happy environment
- Continually encourage achievement in all aspects of school life
- Motivate all children with a broad and challenging curriculum
- Treat everyone with honesty and respect
- Ensure opportunities for all

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate of care of their children

Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

Definition

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years and Nursery. Staff will always encourage children to attempt undressing and dressing unaided.

Providing comfort or support

Children may seek physical comfort from staff (particularly, but not limited to, children in Nursery and Reception). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Medical procedures

If it is necessary for a child to receive medicine during the school day parents must fill out a permission form from the school office and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care. It must be made clear to parents that staff administration of medicines is voluntary.

Any member of staff giving medicine to a pupil should check:

- The pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

Particular attention should be paid to the safe storage, handling and disposal of medicines. The Headteacher has prime responsibility for the safe management of medicines kept at school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH). School staff are also responsible for making sure that anyone in school is safe. Medicines should generally be kept in a secure place, not accessible to pupils but arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available.

Soiling

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents may sign a permission form so that the Early Years staff can clean and change their child in the event of the child soiling themselves (Appendix).

If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself.

If the parents and emergency contacts cannot be contacted the Headteacher will be consulted. If put in a situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will make sure that:

- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the child throughout

Safeguarding Policy: September 2011

the process

- The child is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child

Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

Protection for Staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

6. USE OF PHYSICAL INTERVENTION

Physical Intervention or reasonable force means the minimum physical intervention necessary to prevent a pupil from doing, or continuing to do, any of the following:

- Committing a criminal offence
- Injuring themselves or others
- Damaging property

Physical Intervention may also be used to search a pupil without their consent when staff have reasonable grounds for suspecting that pupil to be carrying a weapon. At least two staff are required to be present at the search.

Physical Intervention will never be used as a form of punishment.

Reference:

DCSF (2007) 'The use of force to control or restrain pupils', available at :
<http://www.teachernet.gov.uk/docbank/index.cfm?id=12187>

7. FIRST AID AND CRITICAL INCIDENTS

The principal is responsible for ensuring that:

- First aid is available at all times on site and at offsite trips.
- There is adequate provision of first aid provision:
 - All staff will have received first aid training.
 - First aid boxes in school office and playgrounds, and at least one per floor.
 - All staff know the named first aid supervisors and where their nearest first aid box is kept.
- First aiders are responsible for ensuring that:
 - First aid boxes are adequately restocked with supplies relevant to likely use
 - An ambulance or other professional medical help is summoned when appropriate
 - Gloves are always used when treating open wounds, and all materials are properly disposed of
 - A child who vomits or has diarrhoea in school is sent home immediately. Children with these conditions should not be accepted back in to school until 24 hours after the last symptom has disappeared.
 - When a pupil suffers a knock to the head, any bruising or swelling is treated with an ice pack and their parents will be informed.

A **critical incident** is a physical incident or psychological trauma that has a severe immediate impact and likely long term effect on pupils, staff or parents.

Examples include:

- A death or serious injury on-site
- A death or serious injury off-site
- A serious threat to the premises
- An immediate threat to persons on site

Responsibilities:

- The Headteacher is responsible for organising the response to a critical incident. All staff should be aware of the person responsible if the head is absent.
- The Headteacher will ensure that an emergency plan is in place

Communication with pupils and parents:

- In the event of a critical incident, staff will be given guidance on what pupils should be told and how.
- Families will be informed of information shared with pupils.

8. DRUG AND SUBSTANCE MISUSE

Rationale

The aim of this document is to prepare all those working within our school, in matters to do with substance related incidents.

It is important that as a school we have policies and procedures that reflect the current guidance on drug prevention in schools and to ensure that Government legislation on the misuse of drugs is upheld and that staff are protected from unwitting mistakes which may bring them into conflict with the law.

A drug is defined as a chemical substance which can change the way a human body works, either physiologically or psychologically. Within this definition fall legal substances as tobacco, alcohol, prescribed medication and solvents, together with illegal substances such as cannabis, amphetamines and ecstasy.

Procedures Regarding Substances in Schools

Medicines

Pupils under 16 should not bring any medication to school unless accompanied by a letter from the parent/guardian giving permission and indicating dosage. This applies to both prescribed and non-prescribed treatments. Unless needed in emergency all medicines should be kept secure in a nominated central but accessible location, currently the school office. No member of staff should take possession of medicine on behalf of children. Medicine containers should be labelled clearly with the dosage, time of dosage and pupil's name. Pupils will be increasingly encouraged to take responsibility to remember to take the medication and to report to the nominated central location when necessary.

Safeguarding Policy: September 2011



The exception to these rules will be in cases where medication may be needed in an emergency eg. inhalers for asthma. In such instances parents must inform the school what medication their child is carrying and take full responsibility for instruction in its use and safety. They should be stored in a place of safety, inaccessible to children.

Generally other medicines must never be given to pupils - not even aspirin - either by teaching or support staff.

Procedures Regarding Illegal Substances

It is important that staff behave in a professional manner, sharing concerns rather than acting independently. If a teacher has any concerns about misuse of drugs by any pupil or other members of staff the Headteacher should be informed immediately.

All staff need to note that:

- It is an offence under the Misuse of Drugs Act to take in to one's possession illegal substances even with the intent of preventing a pupil from committing or continuing to commit an offence in connection with that drug unless the member of staff takes all reasonable steps as soon as possible. [see 3.6.9].
- It is also an offence to fail to co-operate with any police investigation as such failure to co-operate may amount to obstruction.
- It would be an offence for staff to knowingly allow or condone the use of illegal drugs on school premises.
- When a member of staff has a concern for a pupil's behaviour a specific non-judgemental factual record, such as would be acceptable in a Court of Law, should be made giving an over-view of the pupil's behaviour.
- If subsequently a suspicion is confirmed but there is no supportive evidence, the named member of staff should make available advice and support for the pupil in conjunction with the parent. There is no legal requirement for the school to contact the police, however, it may be helpful to make informal contact with the named officer for further advice and support. In applying these procedures the school should take into account the age of the pupil, and any relevant information regarding family background.
- If substances are discovered on school premises or elsewhere within the school's jurisdiction eg. on a school visit, the teacher should adopt the following procedure:-
 - If possible remove the substance in the presence of a witness. If this is not possible the substance should be removed from the location where it is discovered.
 - If the substance is in the possession of one or more pupils, the teacher should attempt to remove it if it is reasonably possible. Professional discretion should be exercised in such instances. If it is not possible to remove the substance, then a member of the senior management team should be called immediately.

Safeguarding Policy: September 2011

- Pupils should only be searched by staff if absolutely necessary. A search should only consist of outer clothing ie. coat, gloves, personal belongings, footwear etc. Another member of staff must be present whilst the search is carried out and the member of staff conducting the search must be of the same gender as the pupil being searched. If a pupil refuses to be searched the Police should be called in to deal with the situation. The school should decide at which stage parents should be informed depending on the particular circumstances.
- Having removed the substances the school should record the place, date and time the substance was removed. If possible this record should be countersigned.
- THE SUBSTANCES SHOULD BE TAKEN TO THE HEADTEACHER, OR DEPUTY IN THEIR ABSENCE, PREFERABLY IN A SEALED CONTAINER. THE SEAL SHOULD BE SIGNED AND DATED. THE TEACHER MUST NOT RETAIN THE SUBSTANCE. TO DO SO MAY PLACE THAT TEACHER AT RISK.
- The Headteacher must contact the local police who will arrange for the substance to be collected. Until that time the Headteacher is responsible for the safekeeping of the substance.
- If a pupil is directly involved when the substance is found it is the Headteacher's responsibility to consult with the police, notify the parents concerned, and agree further appropriate action in line with the school's behaviour policy. Schools should be aware that if approached by the media advice should be sought from ARK Head Office.
- If any equipment associated with substance misuse is found it should be handled with extreme care, particularly where equipment involves syringes, for risk of infection. Equipment should be stored in a secure and rigid container. Schools may wish to contact the police for advice. Any syringes should be disposed of in a sharp safe.

Special Guidance for School Visits

If the substance is discovered on a visit away from the school, the teacher should contact the Headteacher (or deputy if the Headteacher is not available) without delay. The Headteacher (or deputy) will then contact Police local to the discovery.

Notification of Governing Committee

The Headteacher will notify the Chairperson of Governing Committee with regard to any substance-related incident in advance of information being generally known. If individual governors enquire about such an incident, the Headteacher's reply will be short and factual, having regard for confidentiality. This will be followed by a confidential report of the incident for the chairperson, who then has to decide how such information should be disseminated to members of the governing body.

Dealing with Persons Under the Influence of Legal and Illegal Substances

If ever there is an occasion when a pupil is found to be under the influence of legal or illegal substances, rapid response may be called for, including alerting staff with basic first aid competence.

9. EDUCATIONAL VISITS

ARK academies are expected to follow the DFE guidance regarding health and safety on off-site (or educational visits). The guidance takes the form of a main guide entitled 'Health & Safety of Pupils on Educational Visits' (1998) and three supplements published in 2002:

- 'Standards for LEAs in overseeing educational visits'
- 'Standards for adventure'
- 'Handbook for group leaders'.

A pack of template forms for school trip will be provided by ARK.

The Head Teacher shall designate a member of staff to act as the educational visits co-ordinator. It is the responsibility of this person to ensure that staff are advised of their responsibilities within the guidance.

Members of staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff is no different from the behaviour expected within school.

To ensure pupil's safety, increased vigilance may be required when monitoring their behaviour on field trips, residential, etc. It is important to exercise caution so that a pupil is not compromised and the member of staff does not attract allegations of overly intrusive or abusive behaviour.

On occasions (field trips, days out, etc) some pupils might be short of funds. It would be acceptable for a member of staff to subsidise a child, provided that this was disclosed to colleagues. This is not an expectation and is at the discretion of the teacher.

Meetings with pupils away from the school premises where a chaperone will not be present, are not permitted unless specific approval is obtained from the headteacher or other senior colleague with delegated authority. Staff should not place themselves in a position where they are in a vehicle, house or other venue along with a child.

If staff come into contact with pupils whilst off duty, they must behave as though in their professional role and not give conflicting messages regarding their own conduct.

10. STAFF RECRUITMENT

The school pays full regard to current DCSF guidance ‘Safeguarding Children and Safer Recruitment in Education’ Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer 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. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- a CRB Enhanced Disclosure is obtained for **all** new appointments to our school’s workforce through staffing personnel and payroll,
- this school is committed to keep an up to date single central record detailing a range of checks carried out on our staff – a copy is also held at the ARK Schools Central Office
- all new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy
- identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the LA

11. INTERNET AND E-SAFETY

At ARK Conway Primary Academy we aim to provide a learning environment with the highest standards of opportunity for children to achieve their full potential. As part of this aim we see access to the Internet as a powerful tool.

We believe that access to the Internet will:

- Enrich the quality of curriculum provision and extend learning activities
- Help us raise children’s attainment
- Support teachers’ planning and resourcing of lessons

Safeguarding Policy: September 2011



- Enhance the school's management and administration systems
- Enhance staff development through access to educational materials, as well as the sharing of information and good curriculum practice between Academies within the network and DFE.

Inappropriate Material

Unfortunately, along with a wealth of useful educational sites on the Internet, there are also sites which contain inappropriate materials which it would be unacceptable for children to gain access to.

To ensure that children access the Internet within a safe environment, we use the London Grid for London that excludes unacceptable material through filtering lists of inappropriate sites to which access is barred when using the school's line.

Guidance for staff

Teachers should:

- Ensure that they have received adequate training with Internet use before they supervise children's use of the Internet.
- Supervise children's use of the Internet.
- Supervise children *at all times* when accessing the Internet, with all monitors clearly visible by the teacher.
- Train children in how to use the Internet.
-
- Give children clear objectives for Internet use
-
- Preview any web sites they intend to allow children access to, to ensure the sites do not contain inappropriate material and are suitable for the age and maturity of their pupils.
-
- Take prompt action if they or their pupils encounter inappropriate material on the Internet:
- Inform the ICT co-ordinator/Headteacher of the site details as soon as possible

The ICT co-ordinator/Headteacher will then:

- Make occasional checks on files to monitor compliance with the school's Internet Access policy.
- Discipline children if they make inappropriate use of the Internet. Sanctions should be in line with the school's Behaviour policy.

Email:

- Incoming e-mail to children should be checked by a teacher wherever possible, before being read by children.
- Outgoing e-mail sent by children should be checked by a teacher before it is sent
- The forwarding of chain letters is not allowed
- Children should not send personal information (e.g. address and 'phone number) or arrange to meet someone, over the Internet.

Children should:

- Inform a teacher immediately if they encounter any material that they feel is offensive or they think may cause offence to others.
Be aware that their files held on the system may be reviewed by the teacher at any time.
Be aware that they will incur sanctions if they make irresponsible use of the Internet.
- Only send polite e-mail messages to the addresses their teacher has specified and not include personal details (e.g. address, 'phone number).

The school will:

- Inform all parents (and new intake parents after first year) that their children will be provided with supervised Internet access as part of the school's curriculum.
- Inform all parents (and new intake parents after first year) of the school's "Rules for Responsible Internet Use" which their children will be expected to abide by in order to ensure a safe environment.
- Answer parents' queries and concerns about their child's use of the Internet and our safeguards to protect them from unpleasant material.

12. ROLES AND RESPONSIBILITIES

Our Governing Committee will ensure that:

- The school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- 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 that comply with guidance from the local authority and locally agreed inter-agency procedures;

Safeguarding Policy: September 2011

- A senior member of the school's leadership team is designated to take lead responsibility for child protection (and deputy);
- A named member of the committee is nominated to be responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse being made against the Headteacher
- Where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- they review their policies and procedures annually

Our Headteacher will ensure that:

- The policies and procedures adopted by the Governing Committee or Proprietor are fully implemented, and followed by all staff;
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Senior Member of Staff with Designated Responsibility for Child Protection will:

Referrals

- Refer cases of suspected abuse or allegations to the relevant investigating agencies;
- Act as a source of support , advice and expertise within the educational establishment;
- Liaise with the Headteacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- Ensure that all staff have access to and understand the school's child protection policy;
- Ensure that all staff have received training;
- Keep detailed accurate secure written records and/or concerns
- Obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

- Ensure the child protection policy is updated and reviewed annually
- Ensure parents are made aware of the child protection policy
- Where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new school separately from the main pupil file.
- If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education Social Work Service.

**Safeguarding Policy:
September 2011**

All staff and volunteers will:

- Fully comply with the school's policies and procedures
- Attend appropriate training
- Inform the designated person of any concerns

**Safeguarding Policy:
September 2011**

APPENDIX

Contacts:

Emergency Services: 999

Police Local:

Team members

- Sgt Jason Carrigan
- PC Sonny Mordin
- PC Jonny Van Cuylenburg
- PC Chloe Harrison
- PCSO Edward Cheung
- PCSO Joe Khan
- PCSO Zi-Shan Zulfiqar

Address

- Wormholt and White City Team
- 252 Uxbridge Road, London
- W12 7JB

Phone

- 020 8246 2708

Email:

Wormholt.WhiteCity.snt@met.police.uk

Social Services Main Contact

Community Services

Adult Services

020 8753 5456

ARK: 020 3116 0800



Inspire Excellence

Permission form for the Provision of Care
(To be filled out before starting school at ARK Conway)

If a child wets or soils themselves while they are at school it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our staff are experienced and trained at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

ARK Conway has an intimate care policy which is part of our safeguarding policy. This is available from the school office and our website.

Please fill out the permission slip below stating your preference.

Yours sincerely

Damian McBeath
Head Teacher

Name of Child.....

Class.....

Please delete as appropriate

*I give consent for my child to be changed and cleaned by KSA staff if they wet/soil themselves while in the care of KSA.

*I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or my emergency contact and I will organize for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

Signature of Parent/Care: Date