

St. Anthony's Catholic Primary School  
We Grow and Learn with Jesus

## Safeguarding Policy – Updated September 2022

Safeguarding is the responsibility of all who work in the school. It incorporates all aspects that contribute to the safety and well-being of our children.

### **PRINCIPLES**

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State<sup>1</sup>.

This school recognises its legal and moral duty to promote the well-being of children, protect them from harm, and respond to child abuse.

All children will have equal rights to support and protection irrespective of their race, age, ability, gender, language, religion, sexual orientation and culture.

### **1 Aims and expectations**

We believe that every child has at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including contract workers, volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm (see Child Protection Policy).

The school seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The school encourages parents and children to feel free to talk about any concerns. We hope that they will see school as a safe place if there are any difficulties at home.

### **DESIGNATED GOVERNOR**

The Designated Governor for Child Protection at this school is: David Callaghan.

### **SAFER RECRUITMENT**

In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

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<sup>1</sup> Safeguarding Children and Safer Recruitment in Education – DfES 2007

We accept that it is our responsibility to follow the guidance set out in “Safeguarding Children and Safer Recruitment in Education” (DfES 2006). In particular:

- Before appointing someone, we follow up each reference with a telephone call or personal contact during which we will discuss the applicant’s suitability to work with vulnerable children.
- We will check that all adults with substantial access to children at this school have a Disclosure and Barring Service (DBS) check before starting work, and prior to confirmation of appointment.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that applicants are who they claim to be<sup>2</sup>
- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Previous employment history will be examined and any gaps accounted for
- Confirmation from applicants that they are not disqualified under the 2006 Act and 2009 Regulations.

We have three governors (including the Headteacher) who have completed the accredited ‘Safer Recruitment’ training.

The school has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is a reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the Local Authority Designated Officer (LADO) and/or HR.

Our school also adheres to the guidance issued by the DfE in 2015 regarding persons who are disqualified under the Childcare Act 2006.

## **STUDENTS IN THE WORK PLACE**

Students on Secondary School work experience spend five days in our school and remain under the direct supervision of our staff. LA guidance advises that a DBS check is not necessary for these students and their names are not recorded in the SCR.

College/University students on placements (e.g. trainee teachers) do need to have a DBS check. This is either notified to us by those Universities who share the LA criteria for safeguarding or shown to us on arrival by the student teacher previously notified to us by their University. ID for all these students is checked on arrival.

## **VOLUNTEERS**

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children. For this reason, any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff.

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<sup>2</sup> e.g., through birth certificate, passport, new style driving licence, etc...

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will undergo an enhanced DBS check to ensure their suitability to work with children. All volunteers meet with a member of the SMT to discuss safeguarding and their role. Visitors are made aware of the school's DSL and DDSL through posters up in the main foyer and EY foyer.

## **SAFER WORKING PRACTICE**

All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

The Teachers' Standards (DfE, 2011) are augmented by standards of personal and professional conduct e.g. ethics and behaviour, in and out of school. Teachers are expected to 'uphold public trust in the profession by showing tolerance and respect for the rights of others, not undermining fundamental British values and ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability'.

All staff will be provided with a copy of our school's code of conduct at induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

## **OUT OF HOURS STUDY SUPPORT**

We carry out checks that all adults with substantial access to children at this school have a DBS check before starting work, and prior to confirmation of appointment.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that applicants are who they claim to be<sup>2</sup>
- Academic qualifications, to ensure that qualifications are genuine
- Public liability Insurance
- VAT registration
- Employers Liability

## **INDUCTION & TRAINING**

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure. The DSL will ensure that this training is provided. Child Protection information and confidentiality issues are included in our induction programmes.

All staff are expected to attend training on safeguarding children that will enable them to fulfil their responsibility effectively, in respect of child protection.

All staff will attend refresher training every three years, and the designated senior lead every two years.

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## **SAFEGUARDING IN SCHOOL**

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge.

To this end, this policy must be seen in light of the school's policies on:

- Personal, Social and Health and Economic Education; Relationships, Sex and Health Education; Child Protection
- Bullying; the school will also ensure that bullying is identified and dealt with so that any harm caused by other pupils can be minimised. We will pay particular attention to sexualized behaviour, or bullying that is homophobic in nature, or where there appear to be links to domestic abuse in the family home
- Safe recruitment and code of conduct for staff
- Attendance
- Racist incidents
- Behaviour and the school rules
- Health & Safety
- Physical Intervention
- Allegations against members of staff
- Promoting racial equality
- e-safety
- Public interest disclosure
- Intimate care
- First Aid
- Drug education
- Offsite visits
- Managing medicines in school
- Staff Code of Conduct
- Professional Responsibilities when using ICT
- Walking to and from school alone

The school teaches 'Protective Behaviours' in order to raise awareness with the children, of the ways in which they can be safe at all times.

## **PHOTOGRAPHING CHILDREN**

We understand that parents like to take photos of, or video record, their children in the school play, at sports day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.

We will not allow images of pupils to be used on school websites, publicity, or press releases, without express permission from the parent and, if we do obtain such permission, we will not identify individual children by name.

The school cannot however be held accountable for photographs or video footage taken by parents or members of the public at school functions.

Parents are consulted on the use of images taken by or for school. Individual permission forms are retained in the office. (See sample attached).

## **CONFIDENTIALITY**

The school, and all members of staff at the school, will ensure that all data about pupils is handled in accordance with GDPR and current data protection act, following any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated senior persons responsible.

## **CONDUCT OF STAFF**

The school has a duty to ensure that professional behaviour applies to relationships between staff and children and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

At all times, members of staff are required to work in a professional way with children and teachers should adhere to the acceptable professional conduct for registered teachers. All staff should be aware of the dangers inherent in:

- working alone with a child
- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving and receiving gifts from children and parents
- contacting children through private telephones (including texting), e-mail, MSN, or social networking websites.
- disclosing personal details inappropriately
- meeting pupils outside school hours or school duties.

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and Hertfordshire Safeguarding Children Partnership procedures, we will view this as misconduct, and take appropriate action

## **BEFORE AND AFTER SCHOOL ACTIVITIES**

Where the Governing Body transfers control of use of school premises to bodies (such as sports clubs) to provide out of school hours activities, we will ensure that these bodies have appropriate safeguarding and child protection policies and procedures and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies.

**Name of Child** .....

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**Local Visits – Consent Form**

I wish my child to be involved in local educational visits during his/her time at St Anthony's School.

I understand that I will be notified about these visits, but unless coach travel or associated costs are involved, I will not be expected to give my consent for each individual visit.

Signature of Parent/Guardian ..... Date.....

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**Food Tasting – Consent Form**

My child is **allergic** to .....

My child is unable to taste. ....

due to cultural/religious reasons.

Signature of Parent/Guardian ..... Date.....

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**Using Images of Children – Consent Form**

1 May we use your child's photograph in school publications or displays for promotional purposes e.g. prospectus, newsletter, parish church displays?  
**YES/NO**

2 May we use your child's image or video for education purposes in school?  
**YES/NO**

3 Are you happy for your child to appear in the media e.g. if a newspaper photographer or film crew attend an event?  
**YES/NO**

I understand that my child will not be identified by the accompanying text that is used

Signature of Parent/Guardian ..... Date .....