



## Grouville School Safeguarding Policy 2018

UNRC Article 3: Everyone who works with children should do what is best for each child.

UNRC Article 19: You should not be harmed and should be looked after and kept safe.

UNRC Article 36: You should be protected from doing things that could harm you.



Every child deserves to be happy and secure; parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. Parents and carers need to feel sure that the people in charge of their children within the school community are trustworthy, responsible and will do everything they can to keep their child safe from harm. Grouville School fully recognises its responsibility to safeguard and promote the welfare of all its children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

This policy applies to all adults, including volunteers and students, 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

This policy should be read in conjunction with the Staff Handbook and other school policies on Child Protection, Confidentiality, Behaviour, Counter Bullying, Drug and Alcohol use and Digital Safeguarding.

The Education Department Safeguarding policies can be found on the following website:  
<https://www.gov.je/Government/Departments/EducationSportCulture/Pages/Policies.aspx>

### PROVIDING A SAFE AND SECURE ENVIRONMENT

#### **Appointments of staff and the induction of newly appointed staff and work placements**

All staff appointed to work in school have a criminal records search called an enhanced 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 may be reconsidered by the Headteacher. The Education Department is informed directly by the Criminal Records Bureau and the Jersey Vetting Bureau.

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 sits on all appointment panels where the candidates are external applicants.

New staff are inducted into safeguarding practices when they begin their employment. Newly appointed staff are assigned a Phase Leader/ Line Manager as well as a 'buddy' for their induction period. It is the responsibility of the Phase leader/ Line Manager to familiarise new staff with procedures and policy

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which affect the welfare, health and safety of all at school. Regular conversations both formal and informal will take place.

### **Attendance**

Excellent attendance is expected of all children. When children are unwell parents are expected to confirm absence by telephone immediately. If there is no notification of absence, school has a policy of phoning home to ascertain a child's whereabouts. If a child is absent without reason and the school has been unable to contact parents the case is referred to the school's Education Welfare Officer (Mrs Ali Moffat).

The school collates and analyses data for attendance, punctuality and requests for leave. Positive measures are in place to encourage children to attend regularly and punctually, and for families to take holidays out of term time.

The school works closely with the EWO whenever a child's attendance and punctuality causes concern. Where this is a consistent problem families may be referred to an Attendance Panel, Parish Hall meeting or Court hearing.

### **Behaviour**

Good behaviour is essential in any community and at Grouville School we have high expectations for all. We aim to promote positive behaviour through many different means, such as individual class rewards, beads, visits to the Headteacher and SLT, class stars etc. The school rewards positive behaviour as it believes that this will develop an ethos of kindness, co-operation and responsibility.

Although the emphasis is always on the positive, there are also times when children have to accept consequences in order to maintain the safety and security of all children and staff. Consequences range from :

- a verbal reprimand
- working out of class
- loss of playtime
- reporting to a senior member of staff
- a phone call home

Teachers should log behaviour incidents in SIMS. Significant incidents should be reported to Phase Leaders and the Headteacher. In exceptional circumstances a child may be suspended as a consequence of their behaviour.

At Grouville School staff build positive relationships and understand the individual needs of the children, so that if an incident occurs they are able to de-escalate the situation avoiding a crisis. The majority of teaching staff have received Level 1 Maybo training.

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Staff are discouraged from handling children in order to restrain them, but when they deem a child is a danger to himself/herself and/or others, staff have a duty of care to intervene. Staff should request assistance from a member of the Senior Leadership Team/ or a colleague with Level 2 Maybo training, when dealing with children displaying extreme behaviour. Should a child require physical intervention a formal handling plan will be drawn up by school, including signed consent from parents. The plan will include details of the qualified members of staff who are sufficiently skilled to intervene appropriately. Any physical

Please refer to **Grouville's Behaviour Policy** for further information and guidance.

### **Counter Bullying**

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". Parents are encouraged to approach the school as soon as possible if they feel there are any indications of bullying.

On the rare occasion that bullying has taken place the school's response to this is unequivocal. The school will act swiftly with a process of investigation, communication and action. Bullying is not tolerated. Appropriate support for the child being bullied will be put in place. The school will construct a plan of action to ensure that the child or children bullying will understand the impact of their behaviour and make better choices in the future.

All bullying incidents must be investigated and reported to the headteacher, who will keep a log of all incidents.

Please refer to the school's **Counter-Bullying Policy** for further information and guidance.

### **Child Protection**

Child Protection is a key element of Safeguarding. The designated leads for Child Protection are the Headteacher, Mrs Nichola Turner and Deputy Head, Miss Lydia Arrowsmith. In their absence please speak to a member of the SLT. It is the Leads' responsibility to ensure this policy is reviewed annually and that any deficiencies within the policy are addressed immediately. All staff have had appropriate Child Protection training which is updated at least every three years. The Headteacher keeps a record of all current Safeguarding training for staff and organises appropriate refresher training when required.

At Grouville School we recognise that teachers and all other adults in the school are well placed to observe any physical, emotional and behavioural signs which may indicate that a child is suffering

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significant harm. If school has a significant concern about the well-being and safety of a child they will contact MASH, the Multi Agency Safeguarding Hub for advice. Parents are also welcome to contact MASH themselves for advice.

Vulnerable children are discussed both in Staff Meetings and Weekly Briefings as a standing item so that all necessary information is shared.

If an adult working in school has a cause for concern with regards to a child's welfare they must complete a 'Safeguarding Cause for Concern' form (pink), which can be found in the school office/ staffroom. Accurate records must be made as soon as practicable and then handed to the Designated Safeguarding Leads. Information should clearly distinguish between observation, fact, opinion and hypotheses. All records will be signed and dated. Any information given will be recorded verbatim, where possible, and a note made of the location and description of any injuries seen, or inappropriate behaviour of an adult that a child may have disclosed.

The Headteacher collates 'Safeguarding Cause for Concern' information and analyses data on a termly basis to look for patterns. Where necessary parents are contacted and appropriate support is put in place e.g: Early Help/Family Support Worker. Information is shared with the Education Welfare Officer on a regular basis.

We know that some children are especially vulnerable to abuse. We also 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.

Please refer to the school's Child Protection Policy and Procedures for further information and guidance.

### **Curriculum Design**

The curriculum deals with safeguarding in two ways. Firstly through the curriculum, in subjects such as PSHCE, relevant issues are discussed with the children. Topics include such themes as sex and relationships and keeping yourself safe. Teachers plan appropriate tasks and activities to enable children to discuss these issues. Parents are invited to view the sex education video that is shown to Year 6 before the children watch it.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as using equipment properly in PE. Teachers write Risk assessments for PE units. Risk assessments for Science and Design Technology should be highlighted in weekly planning. At all times there has to be appropriate staffing levels and when the curriculum is taking place out of school, appropriate ratios are maintained. The lead adult always assesses visits, as to the level of risk, and follows school procedures. All trips are finally authorised by the Head teacher.

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### **Domestic Abuse Notification Protocol**

At Grouville School we are working in partnership with States of Jersey Police and Children's Services to identify and provide appropriate support to children who have experienced domestic violence/abuse in their household. This scheme is called Operation Encompass in the UK with Jersey developing a Domestic Abuse Protocol to mirror good practice.

In order to achieve this, the Jersey Multi-agency Safeguarding Hub (MASH) will share police information of all domestic incidents where one of our children has been present with the Designated Safeguarding Lead(s) in school. On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires. We record this information and store it securely with the record keeping procedures outlined in our Child Protection policy.

### **Equal opportunities/ Inclusion**

We try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at Grouville are considered equal in the learning partnership. When children have special needs we work closely with parents, as appropriate, and design specific programmes to meet their needs.

Children with disabilities take part in every lesson in an appropriate way and every measure is taken to ensure this.

### **First Aid**

The school has one paid member of staff who oversees First Aid (Mrs Yvette Watts). In addition, there are trained members of staff to support where necessary and appropriate. There are a number of first aid kits situated in the medical room and around school. Parents are asked to inform school of any updated medical needs as they arise.

Children who have significant medical needs have their essential information displayed in the staffroom. Parental consent is gained before information is displayed.

Parents of children with a diagnosis of asthma, or that need an epipen, are required to complete a medical form giving information regarding the severity and any allergies/triggers they may have. Parents are requested to supply at least one inhaler or epipen, within date, which is stored in the medical room.

When necessary, staff will refer to the school's Intimate Care Policy when dealing with issues of a sensitive nature to ensure appropriate guidelines are followed.

Where a child has complex medical needs then a Health Care Plan will need to be completed. This contract between home and school gives staff clear guidelines, information and procedures regarding a child's needs. This information is shared with staff every year as close to the start of the Autumn Term as possible.

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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:

- Any staff member can deal with a minor accident or illness.
- For serious incidents or illness, a trained first aider is consulted. Please use a red card to send for help if in the playground/ field.
- All incidents are logged on a Minor Injuries Record and later stored in the First Aid file.
- Where necessary the School Administrator enters accident information onto the Online Notifiable Accident Reporting Form (if attending A & E).
- For head injuries, a head bump sticker is issued. Parents are contacted if a child has a significant bump on the head or other injury that might need further attention.
- If any doubt please contact parents/ seek advice.

Any near misses should be orally communicated immediately to the Headteacher or caretaker so that they can be dealt with instantly if necessary. The incident should then be recorded in the 'Near Miss' book in the school office. The Headteacher and the caretaker analyse recorded near misses regularly to look for patterns and any appropriate actions required.

Only trained members of staff can use the defibrillator located in the school foyer.

### **Induction of volunteers**

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. Applications can be completed online and supporting documents will be verified by the admin team. Visitors who do not yet have clearance will, under no circumstances, be left alone with a child or group of children.

When a volunteer's role is a 'one off', such as supervising on a day trip or helping on Christmas Party day, (and therefore less than 4 times in a 30-day period and **not** overnight) these measures are not necessary. However, the person should not be left alone or unsupervised in charge of children. The school administrator keeps a record of volunteers that have completed their DBS checks. Staff should look at this list in order to ascertain whether an adult has completed their DBS check. Risk assessments for trips involving parents must clearly show which parents have been police checked.

### **Mobile phones**

Pupils are asked to leave mobile phones with the office. Any child found using a mobile phone in school will have it removed by the member of staff until the end of the day and parents will be informed.

Please refer to the Digital Safeguarding Policy for further information and guidance.

### **Online Safety / E Safety**

Children should be encouraged to use the internet safely as a tool for learning.

Parents are asked to sign paperwork agreeing to their child using the internet. If there is misuse of the internet by children or staff the issue must be reported to the E-Safety Lead, Mrs. Debbie Buesnel.

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Pupils throughout the school are taught about E safety issues in lessons, workshops and assemblies as part of the Computing curriculum. Children and staff are to sign an Acceptable Use Policy [AUP] to use the internet/school network.

The school collates and analyses data regarding Online Safety issues. These are detected via Lightspeed reports and through the Impero monitoring software. The Headteacher and E-Safety Lead analyse this data daily and appropriate consequences are put in place where necessary. Incidents are also used as learning opportunities for specific groups or classes of children.

Please refer to the Digital Safeguarding Policy for further information and guidance.

### **Partnerships with outside agencies**

Grouville 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 school website. We may also make video recordings of school events such as residential trips or assemblies. Parents are asked to keep any photographs they take of their children in school for 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. Please see Social Media Policy for parents for more detail.

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 used 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 giving permission for such photos and videos to include their son or daughter. The school administrator keeps these records in the school office. Teachers are informed of pupils who do not have parental consent at the start of the academic year. If outside agencies or companies are used to photograph or film pupils a data processing agreement between the school and the individual is signed. Our Privacy Statement is published on the school website.

### **Pupil Information**

We endeavour to keep up to date and accurate information in order to keep our children safe and provide appropriate care for them. This is stored on the office computers and paper records are filed centrally in the school office in secure filing cabinets. Information will not be shared with anyone apart from staff members unless a child is 'at risk'. Any paper work including personal information / data will

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be shredded appropriately in line with the Education Department's retention schedules. When pupils move to another school, information, including academic data, will be transferred as soon as possible to the receiving school.

### **Racial tolerance**

The school will work hard to promote racial equality and harmony by preventing and challenging racism. Racism is tackled in both the RE and in the PSHCE curriculum. The children take part in discussions designed to raise awareness and address prejudices.

Please refer to the Equal Opportunities Policy for further information and guidance.

### **Radicalisation**

Recently there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation. We need to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

### **School security**

Grouville School provides a safe and secure environment for pupils and staff to work in.

However, the school is only as secure as the people who use it. Therefore, it is important that all people on site adhere to the following rules, as laxity can cause safeguarding issues:

- There is an electronic security door at the front of the school. All staff members have a key. The first and/ last person in school is responsible for de-activating/ activating the alarm.
- All main exits should be locked or closed throughout the day (e.g: Nursery door and fire doors)
- Visitors wear identity stickers and all visitors must sign the visitor book.
- Any visitors and volunteers must enter and exit school through the main door, after signing in or out at the school office.
- The main entrance is locked during the school day. Visitors ring the doorbell and wait for the door to be released. All visitors report to the main entrance.
- It is assumed that visitors with a professional role i.e. the School Nurse or members of the police already have relevant clearance but the school will endeavour to check this before admittance is granted and a note made of anyone entering without clearance.
- All contractors are required to sign the Property Log Book, in accordance with JPH guidelines.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Staff should store valuables in their classrooms or the staffroom.
- 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.

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- Staff are responsible for locking doors and securing windows in their classroom at the end of the school day. The last members of staff leaving the staff carpark should ensure the gate to the staff car and field are locked. Staff members that are working alone in school must set the alarm system as they leave the building.
- Children should never be allowed to leave school alone during school hours.
- Should a child leave the school premises without permission, then the Headteacher/ SLT must be informed immediately. Parents will then be informed of the incident and the police if necessary.
- All contractors coming in to school have to complete the appropriate section in The Property Log Book.
- If staff come into school at the weekend or out of school hours they must fill in the Lone Worker book which is on the main desk in the entrance hall.
- Teachers who go off site at lunchtime should write their initials on the whiteboard in the secretary's office.

Any safety and security concerns should be reported to the Headteacher or Caretaker (standing items on SLT and weekly briefings).

Each term there is a fire drill that practices efficient evacuation from the buildings.

Information about the Safety and Security of the school can be found in the Health and Safety Guidelines in the Staff Handbook along with generic site risk assessments. A copy of these are stored in the Staffroom.

There is a Critical Incident plan that details what should be done in the case of emergencies. This has been updated in September 2018 in line with the Education Department guidelines.

### **School Trips**

At Grouville School we encourage staff to use the island environment to enhance learning. Visits are carefully planned and risk assessments are completed for each visit in order to minimise risk and safeguard pupils. Detailed documentation of a visit is given to the Headteacher for initial approval at least a week before the visit is due to take place. The EVC (Educational Visits Coordinator) is Mrs Debbie Buesnel.

A copy of the risk assessment must also be shared with each adult accompanying the trip. However, the group leader should take contact details and medical information with them on the trip.

The following guidance should be followed:

- If a minibus is being used, it can only be driven by a member of staff with the appropriate qualification.
- When planning trips staff must ensure that there are appropriate staffing ratios which, at its minimum, meet Education Department policy. Ratios are as follows:
- 1:4 for Nursery; 1:6 for Reception and KS1 and 1:12 for KS2.

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- On residential trips (Year 3 -6) this ratio changes to 1:10.
- Parents used to help with transportation for educational visits during school time must be police checked and hold fully comprehensive insurance.
- A first aid kit and mobile phone must be taken on all trips.
- Whilst risk assessments are stored in the Teacher's Shared area, staff must adapt them to the context of their planned trip and the children within their class.
- Generic risk assessments for extra-curricular sporting events (e.g: football and netball matches) are also stored in the Teacher's Shared area. These should be read and incorporated into any plans for specific sporting events.
- Parents are given as much information as possible about the nature of the trip and the activities that will be on offer.
- Only activities detailed in the Offsite Visit form and risk assessment are permitted on any trip.
- For residential trips, parents are invited to attend a specific information meeting. After the meeting they are required to sign a consent form stating that they are aware of the school's behaviour expectations and their parental responsibility should their child's behaviour drop below these.

### **Travelling to and from school**

Some older pupils walk, cycle or scooter to or from school unaccompanied by a parent or carer. If this is the case, consent must be given by the parent to the school explaining this. Pupils cycling to school must hold the Cycling Proficiency Certificate.

### **Whistleblowing**

If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform the Leadership Team accordingly. This can be done in writing or verbally, but staff should be prepared to discuss issues in confidence so that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. The school follows the Education Department's policy on Whistleblowing.

### **Monitoring and review**

It is the responsibility of the Senior Leadership Team to monitor the effectiveness of the Safeguarding Policy through continual self-evaluation.

To this end, the above policy is reviewed annually by the Senior Leadership Team.

Date of current review: Updated September 2018  
 Date for next review: September 2019

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