

GUIDING PRINCIPLES

- All children and adults should be effectively protected from the potential risk of harm.
- The safety and well-being of children is of the highest priority in all aspects of the school's work.
- All staff, pupils, parents and governors need to feel able to articulate any concerns comfortably, safely in the knowledge that effective action will be taken as appropriate.

PURPOSE OF THIS POLICY

This is the overarching safeguarding policy for the school. The policies that feed into this policy are:

- [Child Protection](#)
- [Whole School Behaviour](#)
- [Anti Bullying](#)
- [E Safety and data security](#)
- [Whistleblowing](#)

Many of these policies signpost supporting model Hertfordshire County Council and/or Department of Education policies.

The purpose of the policy is to ensure that all members of the school community know where to go to find information regarding safeguarding.

DESIGNATED MEMBERS OF STAFF

There are three designated members of staff for safeguarding:

- Liz Haynes, Head Teacher
- Lucy Connell, Inclusion manager
- Angela Smart, Deputy Head

In their absence, these matters will be dealt with by a member of the SLT.

The designated staff are key to ensuring that proper procedures and policies are in place and followed with regard to child safeguarding issues. They also act as people whose advice, other staff, volunteers and governors, may draw upon.

DESIGNATED GOVERNOR

The designated governor for safeguarding at this school is: Mr Colin Daniel, Chair of Governors

RECRUITMENT

In order to ensure that children are protected whilst at this school, we will ensure that all staff and volunteers are carefully selected, screened, trained and supervised. This is our responsibility as set out in 'Safeguarding and Safer Recruitment in Education' and [our school policy](#).

INDUCTION & TRAINING

All new members of staff receive induction training, which gives an overview of the organisation and ensures that they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.

All new staff at the school will receive child protection information and a copy of this policy on starting their work at the school.

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

Staff will attend refresher training every three years, and the designated persons every two years.

SAFEGUARDING IN SCHOOL

We will do everything in our power to ensure that children, who attend the school, are kept safe from harm whilst they are in our charge.

- Photographing children:
 - We understand that parents like to take photos of, or video record their children in the school plays, or at sports day, or school presentations. We consider this to be a normal part of family life, and we will not discourage parents from celebrating their child's successes.
 - However, if there are Health and Safety issues associated with this i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, or to be upset, we will encourage parents to use film or settings on their camera that do not require flash.
 - We will not allow others to photograph or film pupils during a school activity without their parent's permission.
 - On no circumstances should mobile phones be used in the Foundation Stage Unit area. This is for the protection of our youngest and therefore most vulnerable pupils. It is impossible for us to determine whether an adult's mobile phone has a camera on it or not, therefore we have a blanket ban on ALL mobile phones.
 - 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 their full name.
 - The school cannot however be held accountable for photographs or video footage taken by parents or members of the public at school functions although a request for non-publication on social media is always made at events.

- Confidentiality and information sharing:

- The school, and all members of staff at the school, will ensure that all data about pupils is handled in accordance with the requirements of the law, and 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 child may be suffering harm, or be at risk or harm, their duty is to forward this information without delay to Mrs Haynes or Mrs Connell.
- Conduct of staff
 - We have a duty to ensure that high standards of professional behaviour exist 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. 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 to 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 Board procedures, we will view this as misconduct, and take appropriate action
 - An agreed Whistle Blowing policy has been agreed in order to support the school ethos where pupils and staff can talk freely about concerns knowing they will be listened to and appropriate action taken.
 - There are a range of mechanisms in place to ensure that pupils feel comfortable to express their concerns to adults for example:
 - Through Mrs Haynes' open door policy for children and adults
 - Through encouragement to discuss issues at school assemblies
 - Being able to approach the Inclusion Mentor, Mrs Richardson and her team
 - via the Children's Junior Leadership Team
 - Being having peer support from Playground Inclusion Leaders and Playground Buddies
 - An open approach to discussing issues with staff
- Physical contact and restraint
 - Members of staff may have to make physical interventions with children. Members of staff will only do this in line with school behaviour policy.
- Allegations against members of staff
 - If anyone makes an allegation that any member of staff (including any volunteer

or Governor) may have:

- Committed an offence against a child
 - Placed a child at risk of significant harm
 - Behaved in a way that calls into question their suitability to work with children
 - The allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by Hertfordshire's Local Safeguarding Children Board.
 - The head teacher, rather than the designated member of staff will handle such allegations, unless the allegation is against the head teacher, when the chair of governors will handle the school's response.
 - The head teacher (or chair of governors) will collate basic information about the allegation, and report these without delay to the Local Authority Designated Officer (LADO). The LADO will discuss the concerns and offer advice and guidance on how the situation will be managed and if a strategy meeting will be required.
- 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.
 - Contracted services
 - Where the Governing Bodies contracts its services to outside providers, we will ensure that these providers 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 provider.
 - Parents and carers
 - This policy will be available to download from the school website. Paper copies are available on request from the school office.
 - Provision to help pupils feel safe
 - Safeguarding permeates through all aspect of the wider school curriculum. The following examples are not exhaustive but give a flavour for how safeguarding is promoted at Oakmere Primary School.
 - Through our Jigsaw PSHE programme that specifically meets the needs of our children, they learn to engage with others in a safe and mutually respectful way.
 - Our robust Rights Respecting Rules are reinforced regularly. Pupils who have particular needs or difficulties in these areas are supported by a range of social and emotional support strategies and programmes, as well as receiving additional individual support from the Inclusion Team.
 - Groups such as the the School Council and Playground Buddies, along with highly effective work of the Inclusion Team with other agencies ensure that children are well-placed to keep themselves and other children safe in their

everyday lives.

- Implementation, monitoring, evaluation and review
 - All adults in school will receive a copy of this policy and will be asked to sign to say that they have read and agree to follow its procedures. It will be discussed at least annually at staff meetings.
 - The effectiveness of the policy will be reviewed and evaluated the Governing Body annually in light of any specific incidents or changes to local/national guidance.
 - The designated governor for safeguarding will monitor one aspect of the school's work termly and report back to the full governing body.
 - The Headteacher will report on safeguarding matters through the termly report and safeguarding will be a standing item on the agenda at each full governing body meeting.
 - Parents will be consulted via parents evenings, the web site and induction meetings.