



## **Safeguarding Children Statement**

September 2020-September 2021

At WFJS the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. WFJS, therefore, has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place:

### **The Health and Safety Policy**

The school has a Health and Safety Policy, which is monitored each term by the relevant committee of the school governors. A copy of this policy is available with twenty four hours notice.

The LEA produces a monitoring checklist, which has to be completed on a yearly basis. The Headteacher, the Premises Manager, with responsibility for Health and Safety and the Governors with responsibility for Health and Safety oversee this comprehensive list. Any concerns from staff are reported to any of the above and the Headteacher and Premises Manager carries out an initial examination, assessing what remedial action needs to take place.

Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment.

There is also An Emergency Plan that details what staff should do in the case of emergencies.

In addition to the Health and Safety Policy there is a Food & Healthy Eating Policy, which includes safe practices in school and the Kitchen/Canteen. **First Aid**

**In school there are always trained members of staff who volunteer to oversee first aid. There are a number of first aid kits situated around school. When a child is poorly, or has suffered an accident in school or on the playground, there is a protocol for staff to follow:**

- A trained First Aider is consulted
- The incident is logged in the accident book
- For head injuries a Bumped Head sticker is issued
- If there is any doubt at all a Parent/Carer is contacted

### **Administration of Medicines**

Our policy at WFJS is that members of staff can administer medicines if a form is completed by the Parent/Carer. The form should be signed by both Parent/Carer and the Headteacher.

Staff are informed to deal with a child if matters arise of an intimate nature with utmost sensitivity and will always seek guidance from the Headteacher or Deputy Head. In almost all situations the

Parents/Carers will be asked to come into school immediately so that they are part of the decision making process for such matters. In rare circumstances the School's Nurse will be contacted before the Parent/Carer if appropriate. (See Medicines Policy for details)

### **Site security**

WFJS provides a secure site, which is controlled by precise management directives, but the site is only as secure as the people who use it. Therefore, all people on the site have to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding. We practice the following:

1. Gates are locked at approximately 8.50 a.m. each morning. The gates at the alleyway are locked at 3.40 p.m.
2. Doors should be closed to prevent intrusion but to facilitate smooth exits.
3. Visitors, volunteers and students after 8.50am must only enter through the main entrance and after signing in at the office. All volunteers are DBS checked.
4. Children are only allowed home with adults with parental responsibility or confirmed permission.
5. Children will never be allowed to leave school alone during school hours, and if collected by an adult they will be signed out.
6. Windows will be closed in empty classrooms.

Should a child forget to attend an after school club and leave the school premises then staff will phone parents to ascertain the child's whereabouts. If the child is supposed "missing" then staff will search the immediate vicinity and call the police if necessary. **Attendance**

**Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone immediately. If there is no notification, school has a policy of phoning home to ascertain each child's whereabouts.**

The school works closely with the Local Education Authority's Welfare Officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported to the LEA each term and annually to the government and to all parents. Positive measures are in place to encourage children to attend regularly and punctually, 100% Attendance Certificates are awarded each term. The school is aware of its right to take legal action against parents who do not ensure good attendance and punctuality.

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

All staff that are appointed to work in school will have an Enhanced DBS check (Disclosure and Barring Service). This search highlights people who have a criminal record or if previous allegations have been made against them. If anyone is found to have a criminal record the appointment is reconsidered by the Headteacher and the Personnel Committee of the Governing Body. The LEA is informed of the search results directly by the Disclosure and Barring Service.

The Headteacher sits on all appointment panels where the candidates are external applicants. The Headteacher has undertaken the NCSL training on Safer Recruitment. A school governor with Safer Recruitment training also sits on all interviews.

New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for their Induction period. It is the responsibility of the mentors to familiarise new staff with

procedures and policy, which affect the health and safety of all at school but especially the children.

### **Induction of volunteers**

Volunteers who have regular contact with the children must also have an Enhanced DBS clearance. For extended contact with children, when children may be left alone with an adult, an Enhanced DBS check will be conducted. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children, including brief activities such as a school visit.

### **Welcoming visitors**

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 office will endeavour to check this before admittance is granted. Anyone entering without clearance will be accompanied. (See also Site Security).

### **Child Protection Policy**

The Designated Safeguard Lead(DSL) is the Deputy Headteacher and the Deputy DSL is the SENCo, there is also a designated governor. There is a detailed Child Protection Policy, which is available from the school office with twenty four hours notice. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Certain governors and all staff have had appropriate Child Protection Training, which is updated at least every three years.

The child protection policy includes a statement on physical restraint. This school follows DfES guidelines 10/98 which asserts that physical restraint may be used if there is the possibility that a child may be about to cause harm to him/herself or to another. It also asserts that on no occasion should such physical contact be used as a punishment.

All allegations of abuse by or complaints of a teacher will be dealt with following the Area Child Protection Committee procedures. A copy of this is available at twenty four hours notice. For any complaints about the Headteacher, the Chair of Governors should be contacted directly.

### **The Design of the Curriculum**

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal, Social and Health Education discusses relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships and RSHE. Children are encouraged to explore and discuss these issues.

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 and Design and Technology. At all times there will be appropriate staffing levels and when the curriculum is taken out of school appropriate and agreed Pupil/Adult ratios are maintained. The lead adult always completes a Risk Assessment form to cover the visit and level of risk and all trips are initially and finally authorised by the Headteacher.

Visiting speakers, with correct clearance are always welcome into school so that they can give specialist knowledge to the children.

### **Internet Safety**

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Parents are asked when they join WFJS if they agree to their child using the internet. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen.

If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher without delay.

The Head teacher has overall responsibility for Internet Safety. The Computer Co-ordinator and ICT Systems Administrator manage the Internet and E-mails for school and have direct access to all email addresses and passwords.

### **Equal Opportunities**

At WFJS we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at WFJS are considered equal in the learning partnership. When children have special needs we make arrangements to inform parents and our SENCO, together with the relevant staff from the MPT (Multi Professional Team) and Parents/Carers produce a Surrey SEND Support Plan specific to the needs of the individual child.

Children with disabilities must be able to take a full and active part in every lesson and every measure will be taken to ensure this.

### **Behaviour policy**

Good behaviour is essential in any community and at WFJS we have high expectations of our children's behaviour. In addition to the Behaviour Policy an outline of our rewards and punishment systems are also displayed in the School Prospectus and the Staff Handbook. Although the emphasis is always on the positive, there are also times when children have to be disciplined in order to maintain the safety and security of all children.

There are numerous rewards available to children:

- Stickers
- Showing another teacher good work
- House Points and Mufti reward day
- Certificates
- Cups, medals and trophies
- Head Teacher Awards
- Star of the Week

But the sanctions range from:

- A verbal warning
- Being removed from the class
- Loss of playtime
- Reporting to a senior member of staff
- A letter home or contact parents by phone
- Temporary fixed exclusion

### **Anti Bullying Policy**

WFJS definition of bullying is: "A systematic and extended victimisation of a person or group, by another or group of others."

The school's response to this is unequivocal.

### **Acting on a Disclosure/Concern**

If a child alerts an adult about an incident related to bullying, the member of staff should act swiftly with a process of investigation and action. Where necessary, the member of staff should inform the Head teacher or Deputy Head teacher (See Anti Bullying policy).

If the concern is related to child protection, the member of staff must alert the DSL or Deputy DSL, who will take necessary action.

### **Racial Tolerance**

WFJS pupils will be prepared for an ethnically diverse society. The school will work hard to promote racial equality and harmony by preventing and challenging racism.

If anyone ever feels unjustly treated then the school welcomes and values a response. It is in working together that we will make WFJS even better.

Racism is tackled in both the RE and in the PSHE curricula. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children also e.g. Multi Cultural Day, Foreign Languages Day etc.

### **Photographing and Videoing**

Parents' consent to the school taking photographs and video, by signing a permission slip upon entry to school. School photographs that are for use in local or national papers outside of school are kept anonymous unless specific permission has been received from parents. Parents will in the future be asked to sign to say that they have read the document prior to using their camera.

### **Whistleblowing**

If members of staff ever have any concerns about people who work at WFJS, paid or unpaid, they have a professional duty to inform the management accordingly. This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. The school follows the Local Education Authority's draft policy on Whistleblowing. A copy of this can be made available at twenty four hours notice. **Twitter/Website**

Written consent is sent to school regarding the use of images on the school website and Twitter. First names only are used. Children cover names on certificates for award pictures.

Specific children are kept out of pictures or videos if consent is not available/given.

