



Safeguarding at Pocklington Community Junior School Policy into Practice 2020 -2021

This document is an appendix to the Wold Learning Partnership Safeguarding and Child Protection policy (which can be accessed through the school's website) and does not replace it. Its purpose is to serve as a handbook to staff on daily procedures to ensure that school policy is adhered to, in order to properly safeguard our children and staff.

Site safety and security:

- The school caretaker will walk the grounds before children arrive at school each day to check for any hazards. This includes overnight litter, dog faeces, recent trip hazards and vandalism. The caretaker will make a record of this daily check (See Caretaker's file). In the event of the caretaker being unable to carry out this duty, the Head teacher, Deputy head teacher or assistant head teacher will carry it out
- A more comprehensive once weekly inspection of the site will take place to detect any potential hazards to: play equipment, seating, perimeter fencing, shelters and the exterior fabric of the school building and playground. A weekly inspection form will be completed during this check and recorded (See Caretaker's file). This is checked and signed by the school business manager. If the caretaker is absent, a member of the Senior Leadership Team will carry out the weekly inspection.
- All staff will be vigilant in noticing any hazards in their own classrooms, shared work spaces and corridors. These will be reported to the caretaker the same day by completion of the Health and Safety Report Form kept in the PPA room. If the hazard is considered urgent, the head teacher will be informed immediately
- Maxwell Road playing fields will be checked once a fortnight when in use, by the caretaker for any dangerous items or dog excrement

Admission to the building: **Please see COVID 19 risk assessment until further notice**

- The school gates will be not be unlocked until 8.30am
- All children should be admitted to the school building from 8.30am via the main school gate onto the playground. From this point, all Lower School children will enter the building via the door opposite Class Earhart. This will be supervised by staff. Upper School will enter through the door adjacent to the dining hall. This will be supervised by staff. The head teacher, deputy head teacher or assistant head teacher will supervise in the event of staff absence. At 8.55am the door to the playground will be securely closed by the member of staff on duty.
- The only exception to this will be children who have attended breakfast club on site who may be admitted to school at 8.30am through the sliding door adjacent to the dining hall. Additionally children who have travelled to school on the school bus, will join the children on the playground
- Any parents wishing to enter the building either during the 8.30 – 8.55am drop off period or at the close of school, will be re-directed round the outside of the school building to reception where they will be assisted by the office staff.
- Any visitors including governors, workmen and outside agencies must only enter the building via reception after undergoing the appropriate DBS checks and being issued with a school lanyard

- When a contractor comes into the building, the caretaker will meet them at reception where they will complete an onsite checklist and all relevant paperwork including DBS. This will be checked once a month by the school's business manager. If the contractor has valid DBs, they will be issued with a green lanyard and will be able to work unsupervised on site. If they have not got a valid DBS, the contractor(s) will be accompanied by the school's caretaker at all times
- Any strangers encountered in the school building who are not wearing a Pocklington Junior School lanyard, should be challenged and the head teacher informed immediately. The lanyards are colour coded to allow instant identification of the level of staff DBS checks. ***See Lanyards (attached)***.

Children leaving the premises: Please see COVID 19 risk assessment until further notice

- At 3.30pm all staff will walk their class onto the playground and wait with them until the last child has been collected. This includes children going to the onsite after school care provider. Children attending clubs on site that start at 3.35pm, may go straight to the club. It is the class teacher's responsibility to ensure that if they cannot walk their class onto the playground at the end of the day, that they organise with another member of staff to do this for them.
- The last adult leaving the playground must ensure that ALL doors giving access to the playground are securely closed and not left ajar or wedged open. It is the responsibility of all teachers to look out for open doors and close them securely at this time of day.
- The last member of staff on the playground, once all parents and children have left, must close the gate and padlock it
- The school gates will be locked after the last person has left the playground.
- If a child has not been collected by 3.35pm, the child is to be brought into school by the class teacher who must take them to Reception and the office staff will contact the child's parents/ carer. The child must remain at reception until a nominated adult has collected them. This procedure must also be followed if, after school clubs have finished, a child has not been collected. (See procedure for children leaving school after clubs or events for further details)
- If a child needs to leave the premises during the school day for an appointment or home dinner, they must report to reception and await collection by their parents/ carer who will complete the necessary signing out form.
- In the unlikely event of a child trying to leave the school premises, including the playground or playing fields without authorisation, the head teacher must be informed immediately. In the absence of the Head teacher, the deputy head or the assistant head must be informed.
- If the child succeeds in leaving the premises, the police must be called immediately together with the child's parent/carer. Staff should not attempt to follow the child once they have left the school premises. Restraint will not be used to prevent a child from leaving the premises or to retrieve a child once they have left the building. The exception to this would be if the child posed an imminent danger to themselves or others.

Children making disclosures:

If a child makes a disclosure or you have a concern about a child's welfare in school, the attached procedures, 'Reporting a Concern,' must be followed without delay.

Children at Risk:

If staff have a concern about children who are at risk from:

- Missing in education
- Child exploitation: both sexual and criminal
- Peer on Peer abuse
- Sexting
- FGM
- Radicalisation and extremism
- Forced marriage
- Child Trafficking

Staff should report their concern immediately to the Safeguarding Lead (Sarah Carlisle) or Deputy Safeguarding lead (Kirsty Whitworth)

Behaviour: Please see COVID 19 pupil code of conduct until further notice

Please see the behaviour policy for procedures to be followed.

Important note: Staff use physical intervention only as a last resort to protect the safety of children or adults after appropriate de-escalation strategies have been used or in the event of serious exceptional situations where this is not possible or appropriate. See behaviour policy for procedures.

Children's Records:

- If a child leaves Pocklington Community Junior School, any SEN or Child Protection records will be sent to their new school after the child has been officially admitted by the receiving school. These will be sent in a sealed envelope by recorded delivery and the receiving school will be required to complete and return the form as proof of receipt (See Pocklington Junior School Transfer of Records Form). Proof of posting will be kept in school. Where the records are being transferred to a local school by hand, the same procedures will be followed and the same receipt required
- When children transfer from Pocklington Infant School as Year 3s, a liaison meeting takes place between the DSL from both schools and all relevant paperwork is transferred by hand. Proof of receipt is kept.
- If a new child starts at Pocklington Junior School from any other school, the safeguarding lead will contact the child's previous school to ensure any safeguarding records have been sent to us.
- Any documentation which contains information about a child is regarded as sensitive and should be shredded when no longer applicable. This includes any of the following: planning, record keeping, assessment information, staff notes, class lists, medical notes, visit information.

Internet use:

All staff should be vigilant in protecting children from inappropriate or dangerous information on the internet. All staff should, in addition to teaching children about safe internet use through planned PSHE lessons:

- Undertake reasonable pre – teaching checks of websites that they have planned for children to access during lessons
- Closely monitor children's activities whilst on the internet
- Re-enforce the importance of internet safety and remind children how they can keep safe whilst using the internet

- Follow the procedures in the Staff Handbook relating to their own internet use

Medicines:

All medicines, both prescribed and non-prescribed should be referred to the Reception Office. The following procedures should be adhered to:

Prescribed and non – prescribed Medicines

- Parents must hand the medicine to the Reception staff who will ask them to complete a parental agreement for school to administer the medicine. The medicine is then stored securely in a locked first aid cabinet in the Bloom room or in the refrigerator if required. The medicines will be administered as per the school's Procedure for Handling and Administering Medicines
- If a child comes into class with medicine, they must be sent to Reception immediately whereupon parents will be telephoned and the above mentioned procedures will be followed.
- Every time medication is administered, a text message is sent to parents to inform them when it was given to prevent over administration.
- Collection of prescribed medicines can only be by the child's parent or carer via Reception.

Additional medical information

- Any additional minor medicines must be handed in to Reception. This includes items such as cough sweets, lozenges, Vicks inhalers etc...
- Children should be sent to reception when they need to have the above medicine administered by the office staff.
- No medicines may be 'shared' or self-administered. E.g. borrowing somebody else's medicine
- Inhalers are to be kept with the child at all times including during PE lessons and school trips.
- In case of emergencies, an inhaler is kept in the first aid cabinet
- Epipens are kept by the class teacher in a secure cupboard (that is not accessible to children) in the classroom. The child will be aware of where the epipen is stored. Staff should ensure Epipens are taken on school trips and a risk assessment completed for the child, if relevant

Medical emergencies

If a child were to suddenly fall seriously ill in class e.g. collapse, have a seizure, pass out, the following procedures should be followed:

- Urgent help should be sought from Reception by sending a responsible child or another adult without delay
- If in any doubt, ring 999 without delay
- The remaining children should be removed from the room in a calm manner
- The child's parent/ carer will be contacted straight away

If any staff member or member of the governing body has any recommendations for improving this policy, please report them in writing to the designated safeguard lead.

Reviewed and Updated September 2020

Lanyards

Lanyards are used to ensure that all staff on the school premises are vetted as to their DBS status in order to safeguard our children and staff.

Please see below the guidelines for distributing lanyards.

GREEN

Visitors including staff, governors and volunteers who have been DBS checked by our school. People wearing these lanyards can work 1:1 with children or in groups and are allowed general access in school.

BLUE

As for green but also first aid trained.

ORANGE

Visitors who have been DBS checked by their own organisation, e.g. Teachers from other schools (e.g. Woldgate, Stamford Bridge), Schools Music Service, Supply teachers, First Steps, Hull Tigers, Social Workers, Youth and Family Support staff. People wearing these lanyards can work 1:1 with children and are allowed general access to the school building.

RED

Visitors that do not hold a current DBS check i.e. parents visiting class teachers or contractors who have not produced evidence of their DBS check. **These visitors should be accompanied by an adult wearing a green lanyard at all times.** If anyone see an individual alone anywhere in the building, or near children, wearing this lanyard they need to seek immediate help from an adult wearing a green lanyard.