

Governors

Governors at Berry Pomeroy School are aware of their role in safeguarding children, review the safeguarding policy annually and ensure independent contractors have the required child protection procedures.

A designated governor liaises with the school to review school policies and procedures and reports back to the governing body. The Safeguarding Governor is Dr. Trevor Avis.

Site Safety

- Risk assessments are carried out regularly and communicated to pupils & staff.
- There is a designated Health and Safety Governor
- There an accident book and behaviour book with evidence of action taken and impact of action if necessary.
- All members of staff and visitors are required to wear ID lanyards or badges at all times.
- All members of staff are aware of their responsibilities to report health and safety concerns to the administrator or Headteacher immediately.

If you have any concerns around the safeguarding of the children at Berry Pomeroy School, or would like further information, please see the Headteacher.

Berry Pomeroy

Parochial CE Primary School



Safeguarding Information 2015-2016

The Governing Body fully recognises that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002). We adhere to the LA's Safeguarding Children Board Procedures.

We recognise that all members of the school community including volunteers and governors will at all times play a full and active part in protecting our children from harm.

The following policies are linked to the information contained in this leaflet:

Safeguarding,
Health and Safety, Code of Conduct ,
Attendance
Sex and Relationships , Administering
Medicines, Anti Bullying , E Safety,
Recruitment, Inclusion and Whistle Blowing,
Children's Images

This information outlines how we, as a school and a community, intend to keep our children safe. Our policies and guidelines ensure the children are safe at all times.

Entry and exit from the school

All visitors must

- use the rear entrance during the school day
- report to the main reception upon entering the school premises
- sign in and wear a visitors lanyard

The pupil entry gate on the main road is open from:

8.30– 9.15am
3.15 – 3.45pm

STAFF

If a member of staff has any concerns or queries about any of the below guidance they should seek advice from a senior leader immediately.

Staff Conduct

All staff are required to work in a professional way with children. All staff should be aware of the dangers in:

- Working alone with a child (e.g. a door should always be open or a clear view into the room maintained)
- Physical interventions (see Intimate Care policy, never prolong contact, follow team teach guidance re 'side on' contact)
- Cultural and gender stereotyping
- Dealing with sensitive information
- Giving to and receiving gifts from parents and children
- Contacting children through private telephones (including texting and), emailing, using MSN, or social net- working sites
- Disclosing personal details inappropriately
- Meeting pupils outside school hours or school duties

Confidentiality

Members of staff and governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis.

Pupil and staff records are all kept securely.

Safe Recruitment

When recruiting new staff at least one member the interview panel must hold the Safer Recruitment certificate. Jemma Major, Chair of Governors, holds this certificate.

Designated Members of Staff

The designated members of staff keep child protection securely, offer advice and support to colleagues, pass on concerns to the relevant authorities and liaise with external agencies. The designated member of staff (DSO) at Berry Pomeroy School is Sue Bower

Allegations against a member of staff

Any concerns about a member of staff's conduct should be passed on to the Headteacher or directly to the LADO. The Chair of Governors will be informed and an investigation will be carried out.

Single Central Record

The Single Central Record holds information on all staff, volunteers and contractors working in the school. The administrator is responsible for the upkeep of the SCR under the responsibility of the Headteacher and the Headteacher and Chair of Governors monitors it regularly inline with OFSTED requirements.

Physical Contact and Restraint

Members of staff may have to make physical interventions with children. Members of staff should only do this where it is necessary to protect the child, or another person from danger and when the member of staff has received appropriate training.

Photographing Children

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

However, there are restrictions on the use of images of children (e.g. data protection) and may be health and safety considerations. We adhere to the following guidelines:

- We seek written parental consent for the use of photo- graphs and images for use by the school (including the school website and brochures) when a child joins the school.
- If visitors come to the school to make videos or take photographs for use outside the school we will seek specific parental consent
- Staff should be sensitive to the feelings of pupils who may be uncomfortable about being photographed
- Staff should be aware of the use of flash photography and the impact it may have on some of our pupils.
- Children are not named in our publications (see Children's Images Policy)

Children with SEN

We recognise that statistically, children with behavioral difficulties and disabilities are most vulnerable to abuse. All members of staff who support these pupils will be made aware to the need for vigilance for the signs of abuse.

E-Safety

The schools has a separate policy on internet use and esafety.

Transporting Pupils

In certain situations e.g. out of school activities staff may agree to transport pupils. Wherever possible any transport arrangements should be made in advance by a designated member of staff. Any transport provided, other than in private vehicles at parents arrangements, should have one adult additional to the driver acting as an escort.

Before and After School Activities and Educational Visits

Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply. The school has a policy on educational visits which forms part of this policy.