



MALDON COURT PREPARATORY SCHOOL

Safeguarding Policy

This policy is available to all parents on request.

“Every Child Matters”

**School Aims**

- To foster a love of learning in which the varied talents and life experiences of each child are recognised and valued.
- To provide a stimulating curriculum through which the children can flourish and become enthusiastic and independent learners, enabling them to reach their full potential.
- To promote the traditional values of Kindness, Respect and Courtesy.
- To encourage a social awareness and respect for others by involvement in the local community.
- To create confident and happy children, ready to step into the wider world.

When the government published “Every Child Matters” it raised 5 key issues that were deemed essential in the complete development of each and every child:

- Must be and stay safe
- Must be healthy
- Must be able to enjoy and achieve
- Must be able to achieve economic well-being
- Must make a positive contribution

There was a clearly stated need that, while each area of society has an important part to play in child development, schools must embrace the document both individually and collaboratively.

The government has published a policy “Safeguarding Children” (DfES/027/2004) and this school has used this in formulating its own safeguarding statement.

## **Rational.**

At Maldon Court Preparatory 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. Maldon Court 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 school Bursar, Mr. Guest. A copy of this policy is available with 24 hours notice.

Any concerns from staff are reported to the Bursar who 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 a critical incidents plan that details what staff and parents should do in the case of emergencies.

In addition to the Health and Safety Policy there are policies regarding Food and Drink and Food and Hygiene. These determine safe practices in school and the Kitchen/ Dining Room.

### **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 Head Note is issued
- If there is any doubt at all a parent is contacted

The Maldon Court Preparatory policy is that members of staff will give medicines if written permission has first been obtained from the parents. For the majority of medicines a dose before and after school is perfectly adequate. Naturally the parents should consult doctors before giving any form of medication.

For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Headteacher or Deputy. In almost all situations the parents will be asked to come into school immediately so that they are part of the decision making process for such matters

## **Site security**

Maldon Court Preparatory 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.

- Gates should be locked except at the start and end of each day.
- Visitors, volunteers and students must only enter through the main entrance and after signing in at the office.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children should never be allowed to leave school alone.

## **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.

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

All staff that are appointed to work in school have an enhanced CRB check. This search highlights people who have a criminal record or if previous allegations have been made them.

The Headteacher sits on all appointment panels where the candidates are external applicants. The Headteacher has undertaken the NCSL training on Safer Recruitment

New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the 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 work in school on a regular basis, must also have Criminal Records Bureau clearance. The office performs this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children and will be supervised by a class teacher.

## **Welcoming visitors**

It is assumed that visitors with a professional role ie the School Nurse or members of the police already have relevant clearance but the office will endeavour to check this before admittance is granted and a note made of anyone entering without clearance. (See also Site Security).

## **Child Protection Policy**

The designated adult for Child Protection is Mrs L Guest, Headteacher and Proprietor and the designated visitor is Mr S. O'Byrne. There is a detailed Child Protection Policy, which is available from the school office with 24 hours notice. It is the Proprietor's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. 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. These procedures are set out in the Maldon Court Child Protection Policy.

## **The Design of the Curriculum**

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal, Social and Health , Citizenship Education discusses relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger. 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 has to 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 assesses visits as to the level of risk and all trips are finally authorised by the Head teacher.

Visiting speakers, with correct clearance are always welcome into school so that 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 each year 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. The system has a safety device which informs the school immediately if unsuitable sites are trying to be accessed. If teachers know of misuse, either by a teacher or child the issue should be reported to the Head teacher without delay.

As Child Protection Officer the Head teacher has overall responsibility for internet safety.

## **Equal opportunities**

In Maldon Court Preparatory, there is a statement for equal opportunities which asserts:

“At Maldon Court Preparatory we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at Maldon Court are considered equal in the learning partnership. When children have learning difficulties or disabilities, we make arrangements to inform parents and design specific programmes”.

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

## **Behaviour policy**

Good behaviour is essential in any community and at Maldon Court Preparatory we have high expectations of this. A policy entitled Behaviour Procedures is included in the Handbook detailing the rewards and sanctions available to staff. 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
- Certificates
- Cups

The sanctions range from:

- A telling off
- Being removed from the class
- Loss of playtime
- Reporting to Pastoral Care Co-ordinator
- A letter home
- Exclusion

### **Anti Bullying Policy**

The Maldon Court 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.

Adults must be informed immediately and action will take place.

Children are told that silence is the bully’s best friend. Although bullying in this school is rare the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated.

The Anti-bullying Policy is available from the school office at 24 hours notice.

### **Racial tolerance**

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. From time to time visitors work with the children and increase their awareness of other faiths and cultures. We have a high percentage of faiths and cultures in our small school and we value the input that parents and grandparents from different cultures offer the school.

### **Photographing and videoing**

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine, however at Maldon Court we have taken a sensible, balanced approach, which allows parents to photograph and film providing they follow certain guidelines:

- Parents consent to school taking photographs by signing a permission slip upon entry to school. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

### **Whistleblowing**

If members of staff ever have any concerns about people working, 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.

Written January 2010 Mrs L Coyle Mrs A Olive

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