

Working together

Learning together

Achieving together

Stephenson Memorial Early Years Centre



Early Years Centre

Safeguarding and Welfare Policies and Procedures

2018/19

A guide of current practice for Parents, Carers and Staff including Supply Staff/Trainees/Students



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'Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them' (DFE, 2014).

The following documentation outline what we, at Stephenson Memorial do to;

- Safeguard children
- Ensure the suitability of adults who have contact with children.
- promote good health
- Manage behaviour
- Maintain records, policies and procedures

1.0 Child Protection

1.1 Child Protection Procedures and Policies

The Children's Act 1989 requires safety and welfare of the child to be of paramount importance, it overrides all other considerations. All schools are legally required to follow the procedures of North Tyneside Council Area Child Protection Committee Procedures.

The authority requires Head Teachers to report any obvious or suspected cases of child abuse, which includes non-accidental injury, severe physical neglect, emotional abuse, and/or sexual abuse. The procedure is intended to protect children at risk. The Child Protection Policy is available in school for anyone to read. The designated Child Protection persons are the Head Teacher, the Deputy Head Teachers and the Assistant Head Teacher.

All staff are trained to understand up to date policies and procedures and training ensures staff have up to date knowledge of safeguarding issues.

1.2 Uncollected Child

Children are expected to be collected at;

Early Life and Nursery Morning - 11.30am

Early Life and Nursery Afternoon – 3.20pm

Reception – 3.20pm

If a Parent/Carer has not collected their child we will ring emergency contact numbers for the child. If we are unable to make contact with any of the child's emergency contacts we will ring Front Door and make arrangements for the child's care. The contact number for Front Door is 0345 2000 109.

1.3 Missing Child

A central register of all children is taken at 9.00am and 12.45pm daily and in our Early Life Centre all children are signed in and out. Regular checks are made on the number of children in each group throughout the day, the unit is well staffed at all times and the environment is secure.

In the event of a child noted as missing, staff will carry out an immediate search of the premises. Failing to locate the child, the Police will be contacted on 999 and Parents and Carers will be immediately informed.



1.4 Use of Mobile Phones and Cameras

All staff mobile phones should be switched off/on silent during lesson times and in meetings. Personal emergency calls may be taken through the school office. Staff mobile phones should be left with their personal belongings and only used when staff are not in contact with children in their care. In order to take images staff are encouraged to use their school iPad at every opportunity. If the staff are out on an educational visit school phones are provided for the occurrence of any incidents, which require a call to be made, or for capturing of images.

2.0 Staff Qualification, training, support and skills

In order to ensure a high quality Early Years Provision, staff development is a key priority at Stephenson Memorial.

2.1 Staff Induction

The Deputy Head Teacher, Mrs Garrett, holds responsibility for the induction of new staff and student teachers and holds regular meetings with these members of staff to set targets and provide professional support and guidance. Mrs Fraser undertakes the organisation of students and work placements in school.

2.2 Continued Professional Development

All teaching and support staff (except NQTs) are involved in the Continued Professional Development Cycle. Targets are agreed annually and regular meetings are held to discuss progress, in line with professional development action plans.

Termly supervision meetings are also held to provide opportunities for staff to discuss issues, staff well-being and to receive coaching to improve personal effectiveness.

2.3 Staff Qualifications

All staff qualifications are full and relevant for the roles and responsibilities undertaken.

2.4 First Aid

All staff share in the corporate responsibility for the care and safety of pupils. Any staff on duty normally administer basic first aid particularly where injuries are deemed to be of a minor nature. There is a medical kit in each area, which is checked and regularly restocked by Mrs Wynn (First Aid Co-ordinator). Additional supplies can also be made available from Mrs Wynn. Injuries of a more serious nature are dealt with by trained staff and where necessary parents are contacted.

The school is aware of basic hygiene - all staff dealing with blood/body fluids wear rubber gloves and where there are spillages of blood/body fluids a dilute antiseptic solution is used to clear up. There is considerable input on a day-to-day basis teaching the children the rules of basic hygiene. No child is ever allowed to administer first aid.



3.0 Staff: Child Ratios

Staffing arrangements and adult to child ratios ensure that the safety and welfare needs of the children are met.

Ratio requirements are met;

- Children aged two – one member of staff for every four children.
- Children aged three or over where a person has Qualified Teacher Status, one member of staff for every 13 children.
- For classes where the majority of the children will reach five within the school year, one member of staff for every 30 children.

4.0 Health

4.1 Medicine

At Stephenson Memorial Primary School, we support the need to ensure that children with medical needs, long and short term, receive appropriate care in school. Medicines should only be taken in school when essential; that is where it would be detrimental to the child's health if the medicines were not administered during the school day.

A full copy of our procedures on managing medication within school is available at the school office.

Please contact the school office for further information or to inform us of any medical needs/changes to medical needs your child may have.

4.2 Managing children who are sick, infectious or with allergies

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. At Stephenson we follow their Guidance on infection control in schools and childcare settings.

Prior to attending school all vital and relevant information will be gathered at home visits and transition meetings. Any allergies will be discussed at this point and measures will be put in place to manage these.

Please let your child's teacher and the school office know if you discover your child has any allergies or additional health needs.

4.3 Recording and reporting accidents and injuries

Parents must be informed if their child has had an accident at school, even if the injury is of a minor nature such as a slight cut or bruise. This information is relayed via a red letter handed from the class teacher to the parent/carer at the end of the school day. Red letters will be given to class teachers following administration of first aid to a child, or the child seeing a first aider. These red letters are to be stuck onto the door exiting into the yard and handed to a responsible adult collecting the child.



Accident forms are completed for any injury of a serious nature. Copies of these are available in each shared area, as well as the School Office and should be completed by the member of staff on duty or any supervising adult who witnesses the incident and passed onto the Headteacher or Business Manager. The school logs any serious accidents with the LA. **Parents are always informed if there has been a head injury via a 'head letter' which children take home.** Where a member of staff or visitor has an accident on school site, an accident form must be completed. These are available in the school office.

The Headteacher must be informed in such circumstances.

The procedure for reporting accidents and for medicines in school follows both North Tyneside and DCSF guidelines, copies of which are in the school office.

4.4 *Intimate care and nappy Changing*

The term intimate care refers to the changing of children when a child is wet or has soiled themself and require a change of clothing or nappy. Our school is committed to the health and well being of its children and staff and will take appropriate action to safe guard their well-being. Our full Intimate Care Policy is available from the school office if you would like further information.

5.0 Managing Behaviour

5.1 *Behaviour and Achievement Policy*

We believe that *consistently high expectations* of good behaviour and a nurturing approach towards *building secure attachments* will ensure the smooth running of the school and create a safe, friendly and happy place where learning can flourish. We aim to promote positive behaviour in young children that is socially acceptable, shows awareness of the needs of others and a respect for their environment. We seek to encourage desirable behaviour by providing positive role models at all times and by working closely with Parents/Carers.

All staff share in the responsibility for maintaining discipline following the schools Behaviour and Achievement policy.

The Behaviour and Achievement Policy is available for anyone to read at the school office.



6.0 Safety and Suitability of Premises, Environment and Equipment

6.1 Health and Safety

Stephenson Memorial Primary School recognises and accepts its responsibilities as far as are reasonably practical, a safe and healthy environment for children, staff and other users of the premises. The school will take all reasonable steps to meet this responsibility. We expect appropriate support from children, staff and visitors and we seek to develop safety consciousness as a general objective.

All employees have responsibilities under health and safety legislation. These include:

- Taking reasonable care of their own health and safety and that of others who may be affected by what they do or do not do.
- Not interfering with or misusing anything provided in the interests of health, safety and welfare
- Using all equipment safely
- Reporting situations to the headteacher or caretaker, which may present a serious and imminent danger
- Report shortcomings in H & S arrangements.

Daily formal and informal risk assessments are carried out to ensure the environment is safe for staff and children.

7.2 Maintaining children's safety and security on the premises

Our aim is to provide a safe and secure environment for our pupils, staff and visitors whilst at the same time adopting an 'open door' policy to welcome parents and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

Guidelines for school security

The building has been structured around the principles of public, privileged and private spaces, ensuring the pupils are safe in their environments and free from public interruptions through the day. This is achieved through security door access systems throughout the whole building giving access to staff but preventing unauthorised persons from accessing areas of the school.

Security of Pupils, Staff and Visitors

All staff are issued with a photographic ID badge. These ID badges must be worn at all times in school.

All visitors, including parents, must report to the main reception area where they will be issued with a visitors badge and signed in on the iPad in the reception area.

All external doors are locked and inaccessible from the outside and therefore inaccessible to anyone attempting to gain unauthorised entry to school.

All visitors, including contractors, must come to main office entrance, report to School Receptionist, sign and wear a visitors badge and a red visitor lanyard. (Blue and Red lanyards will provide the distinction between staff and visitors who **have CRB clearance and or relevant checks** and **visitors who aren't checked**)



Internal Building

All external doors are kept closed.

All rooms containing equipment that may pose a risk are kept locked - Caretakers room, I.T.cabinet in teacher's PPA room and IT storage, school kitchen and rooms containing cleaning equipment.

External Building

School gates leading into Key Stage 1 and 2 yards are kept locked during school hours.

All staff challenge visitors on the school grounds during playtimes;

Staff on yard duty are responsible for ensuring that the appropriate doors and gates are locked/shut at the beginning of each break /lunchtime and that pupils do not stray from permitted play areas.

Lunchtime supervisors are responsible for closing doors behind them when the children are brought in from the yard at the end of the lunchtime period.

The exterior premises are monitored by 15 CCTV cameras 24 hours per day.

7.3 Supervision of children on outings and visits

Staff need to complete Educational Visit forms and Risk Assessment form prior to off site visits so any potential hazards can be identified and steps to managing and minimising risks can be taken. Risk assessment take into consideration adult:child ratios and first aid.

7.4 Fire safety and emergency evacuation

Regular fire drills are organised within Early Years to ensure that staff and children are well equipped for a quick response in the event of a fire. Procedures are as follows;

If the fire siren is activated:

Do not linger or return to collect belongings

Take pupils out by nearest exit and assemble on designated fire point.

Teachers check their class are all present

Remain at fire point until school's Fire Warden advises that it is safe to return.

Class Teachers will take their iPad outside with them to register the children and check their class are all present and accounted for.

Please refer to the Lunch time policy for alternative fire procedures. The children are the responsibility of the lunchtime supervisors until they are handed over to the class teacher.

7.5 No Smoking

Stephenson Memorial is a **NON SMOKING** school. Smoking is not permitted anywhere on the school premises.



8.0 Single Equalities and Diversity Policy

Stephenson Memorial is an inclusive school where we focus on the well-being and progress of every child and where all members of our community are of equal worth.

We believe that the Equality Act provides a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people. It also ensures that we continue to tackle issues of disadvantage and underachievement of different groups.

We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

Our approach to equality is based on the following 7 key principles

All learners are of equal value. Whether or not they are disabled, whatever their ethnicity, culture, national origin or national status, whatever their gender and gender identity, whatever their religious or non-religious affiliation or faith background and whatever their sexual orientation. !

We recognize, respect and value difference and understand that diversity is a strength. We take account of differences and strive to remove barriers and disadvantages which people may face, in relation to disability, ethnicity, gender, religion, belief or faith and sexual orientation. We believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here. !

We foster positive attitudes and relationships. We actively promote positive attitudes and mutual respect between groups and communities different from each other. !

We foster a shared sense of cohesion and belonging. We want all members of our school community to feel a sense of belonging within the school and wider community and to feel that they are respected and able to participate fully in school life. !

We observe good equalities practice for our staff. We ensure that policies and procedures benefit all employees and potential employees in all aspects of their work, including in recruitment and promotion, and in continuing professional development !

We have the highest expectations of all our children. We expect that all pupils can make good progress and achieve to their highest potential !

We work to raise standards for all pupils, but especially for the most vulnerable. We believe that improving the quality of education for the most vulnerable groups of pupils raises standards across the whole school. !

A full copy of our Single Equality and Diversity Policy can be is available at the school office.