

"Every Child Matters"

The "Every Child Matters" agenda raised five key issues that were deemed essential in the complete development of each and every child:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.

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 St James' CE Aided Infant School Safeguarding Children Statement

At St James' 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. St James' 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 by the relevant committee of the school governors. A copy of this policy is available with 24 hours notice.

The LA produces a monitoring checklist, which has to be completed on a yearly basis. The Headteacher, the Caretaker 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 Caretaker 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.

First Aid

In school there are 3 appointed First Aiders; Mel Shackleton, Sarah Cota and Angie Pierce. The majority of members of staff are trained and 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
- For head injuries, parents are contacted, a 'Head Note' is issued or a note written in the contact book and the incident is recorded in the school's 'Bumped Head' book
- Parents are contacted
- Serious incidents are logged in the accident book

The St James' policy is that the appointed first aiders will administer prescription medicine if parents have completed a permission form. Staff have been trained in the use of epi-pens and have had training on dealing with asthma. Inhalers are kept in classrooms in a coloured, labelled box, epi pens are kept in the secretary's office. Pupils with medical conditions are supported in school and staff given the relevant training.

For matters of an intimate nature staff deal with a child with utmost sensitivity and always seek guidance from the Headteacher or Deputy. Staff will always have another adult with them in situations where a child needs help after soiling or wetting. In some 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

St James' aims to provide a secure site, but the site is only as secure as the people who use it. Therefore everyone needs to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding. Therefore:

Side gates should be closed 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. Empty classrooms should have closed doors.

Children should never be allowed to leave school alone during school hours, and if collected by an adult, signed out.

Should a child leave the school premises without permission then staff should report immediately to the office and take appropriate action to make sure the child is safe. Then parents and police, if necessary, will be informed of the circumstances.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone that day.

The school works closely with the Local Authority's Welfare Officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA, annually to the government and to all parents. Positive measures are in place to encourage children to attend regularly and punctually and 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 have a criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made against them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Staffing committee of the Governing Body. The LA is informed directly by the Criminal Records Bureau.

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 will be 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 are invited to an induction meeting with the Headteacher at the beginning of the school year. Individual meetings will take place during the year for new volunteers.

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).

Safeguarding Children Policy

The designated adults for Child Protection are Melanie Shackleton and Penny Wardell and the designated governor is Matt Atkinson. There is a detailed Safeguarding Children Policy, which is available from the school office with 24 hours' notice or from the school website. 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 policy includes a statement on physical restraint. This school follows DfE guidelines July 2013 which assert 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 about a teacher will be dealt with following the Area Child Protection Committee procedures. A copy of this is available at 24hours 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 in subjects such as Personal, Social and Health Education that allow discussion of relevant issues with the children. Topics include such themes as Drugs/Medicines, 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 Headteacher.

Risk Assessment

The school recognizes that there is risk interest in many school activities. Through its risk assessment procedures the school works to recognize risk and limit it as far as possible. Risk assessments are kept in a file in the school office and reviewed regularly.

Internet Safety

Children should have access to 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. If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher without delay. As Designated Child Protection Coordinator the Headteacher has overall responsibility for internet safety.

Equal opportunities

At St James' we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all are considered equal in the learning partnership. When children have additional needs we make arrangements to inform parents and design specific programmes.

Children with disabilities will be encouraged 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 we have high expectations for this. Our Behaviour Policy is reviewed regularly. 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.

Anti Bullying Policy

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

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.

Racial tolerance

At St James' we work hard to promote racial equality and harmony.

Photographing and videoing

We take a sensible, balanced approach based on Policy and Guidance for Kent Schools (The Use of Cameras and Images 2013). This document is available to view in school.

Whistleblowing

If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform the Senior Leadership 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 Authority's policy on Whistleblowing. This can be found following this link: <http://www.kent.gov.uk/council-and-democracy/priorities-policies-and-plans/policies/whistleblowing.htm>.

Code of Conduct

All staff and volunteers have read and agreed to abide by our Code of Conduct.