



Safeguarding Policy

First Tower School

Headteacher: Mrs Lyn Linton

Deputy Headteacher: Mrs Shelley du Feu

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Reviewed by:	Lyn Linton & Shona Mulhern

SAFEGUARDING POLICY
First Tower School
La Route De St Aubin
St Helier
Jersey JE2 3SD

Policy Review

This policy will be reviewed in full by the Headteacher no less than annually.

The policy was last reviewed by the Headteacher in on 4th September 2023

It is due for review in September 2024

Signature Date

Head Teacher: Mrs L Linton

Signature Date

Designated Safeguarding Lead: Miss S Mulhern

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1. INTRODUCTION

Safeguarding is 'everyone's responsibility'. This policy sets out (First Tower Schools) responsibilities under the Children Act 2004 to ensure children, young people and adults at risk are kept safe from harm.

Terminology:

Safeguarding and promoting the welfare of children refers to:

- **protecting children from maltreatment**
- **preventing impairment of children's health or development**
- **ensuring children are growing up in circumstances consistent with the provision of safe and effective care**

The aim of **safeguarding** is to enable children to have optimum life chances and to enter adulthood successfully.

What's the difference between Safeguarding and Child Protection?

Safeguarding is an 'umbrella' term that incorporates child protection. **Child Protection** is the process and activities undertaken to fulfil statutory obligations to protect specific children who have been identified as suffering, or at risk of significant harm. All agencies and individuals should proactively **safeguard and promote** the welfare of children so that the need for action to protect children from harm is reduced.

This policy is available on the school website/MyConcern and is available in the policy folder on T. Shared. All members of staff are given a copy of this policy as part of the induction process.

2. PRINCIPLES AND AIMS

Our Principles:

- The welfare of children, and their wishes and feelings are afforded consideration when developing and carry out school activities
- All children will have equal rights to support and protection irrespective of their race, age, ability, gender, language, religion, sexual orientation and culture
- All staff and volunteers have a professional role to identify and respond to the needs of children and report any concerns immediately

We aim:

- To provide all staff (employed, contracted and visiting) with the necessary information/training to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children
- To provide parents carers and children with information about the school's arrangements to keep children safe
- To ensure safe and consistent best practice across the school
- To demonstrate the school's commitment with regard to safeguarding children

3. FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

- The Children's Jersey Law (2002) Revised January 2019
- Jersey Safeguarding Partnership Board Child Procedures Manual (web version)
- Memorandum of Understanding 2019/2020
- Jersey Safeguarding Partnership Board Memorandum of understanding 2019/20
- Delivering Effective Support for Children and Families. Understanding the Continuum of Children's Needs. 2019/2020
- Information Sharing Protocol between Safeguarding Partnership Board members and their organisations July 2019
- Resolving Professional Differences/Escalation Policy 2020
- Managing Allegations Framework 2018
- Raising Concerns: a guide to making complaints, contributing comments or complimenting the Safeguarding Partnership Board 2014
- The Government of Jersey Whistleblowing Policy 2019
- Sexual Offenses (Jersey) Law 2018
- Domestic Abuse- Guidance for Professionals April 2020
- Multi-Agency Guidance, Child Sexual Exploitation 2011

<ul style="list-style-type: none"> • Education Act 2002 Section 175 – requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view of safeguarding and promoting the welfare of children. Section 157 and the Education (Independent Schools Standards) (England) Regulations 2003 - require proprietors of independent schools (including academies and technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.
<ul style="list-style-type: none"> • Guidance for Safer Working Practice, Safer Recruitment Consortium (May 2019)
<ul style="list-style-type: none"> • Keeping Children Safe in Education, DfE (September 2023)
<ul style="list-style-type: none"> • Teachers’ Standards 2012, DfE (July 2011) These standards set the minimum requirements for teachers’ practice and conduct. Teachers, including Headteachers should safeguard children’s wellbeing and maintain public trust in the teaching profession as part of their professional duties.
<ul style="list-style-type: none"> • What to do if you're worried a child is being abused, DfE (March 2015) Non statutory advice which helps everyone who works with children to identify abuse and neglect and take appropriate action.
<ul style="list-style-type: none"> • Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children, DfE (2015)

<p>RELEVANT ASSOCIATED POLICIES</p> <p>In order to safeguard and promote the welfare of children, this policy should also be read in conjunction with other associated policies to ensure the safety and wellbeing of children.</p>
<ul style="list-style-type: none"> • CYPES policies relating to Health and Safety and Safeguarding. • Anti-Bullying • Attendance • Behaviour • Child Protection • Complaints procedure • Educational visits including overnight stays • Online safety • Harassment and discrimination including racial abuse • Health and Safety including site security • Information sharing • Intimate Care • Managing Allegations • Medicines and medical policy, including first aid • Physical Intervention and positive handling • Preventing Extremism & Radicalisation Policy • Recruitment & Selection

- Safe working practice
- SEN Policy
- Staff Behaviour/Code of Conduct
- Whistle-blowing

4. SAFEGUARDING THEMES

Anti-Bullying

First Tower School recognises the right of our children and young people to develop with confidence in an environment that is safe and free from the emotional and physical distress that can be seen as a result of bullying. It is the responsibility of First Tower School to ensure that procedures are in place that will monitor and address anti-bullying issues. There is a more detailed Anti-Bullying Policy available on the school website and a hard copy is available from the school office.

Attendance

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

In accordance with the School's Attendance Policy, absences are rigorously pursued and recorded. The school, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of children and young people in its care. We implement the statutory requirements in terms of monitoring and reporting children missing education (CME), off-rolling and understand how important this practice is in safeguarding children and young people.

The school works closely with the Education Welfare Officer (EWO) whenever a child's attendance and punctuality causes concern. Positive measures are put in place to encourage children to attend regularly and punctually. An Attendance plan will be set up and monitored in the first instance, before there is a need for a formal referral to the EWO.

If an unacceptable pattern of lateness develops for a child, the parent is contacted by the school.

The member of staff responsible for attendance is Mrs. Shelley du Feu (Deputy Headteacher).

Children Missing From Education

The Association of Chief Police Officers (ACPO) definitions:

Absent: "Not at a place where they are expected or required to be."

Missing: "Not at the place they are expected to be, but the circumstances are out of character. The context suggests they may be subject of a crime or at risk of harm to themselves or others."

A child going missing from education, particularly repeatedly, can be a warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or exploitation or child criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage.

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Are at risk of forced marriage or FGM
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

We will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will follow our child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the local authority children's social care team, and the police, if the child is suffering or likely to suffer from harm, or in immediate danger.

Non-collection of children

If a child is not collected at the end of the session/day, we will:

- Allow a reasonable time for possible delay due to traffic or unforeseen incident.
- Contact will be attempted with adult expected at collection time.
- Contacts on the data sheet will be contacted in priority order to clarify the possible explanation for late collection and plan for collection.
- Failure with attempted contacts will result in contact with other agencies – Children's Services, emergency services to attempt to clarify situation.
- Regular late collection will result in the establishment of an attendance plan to support with routine timely collection.
- Escalation to Education Welfare Officer involvement will be necessary should the attendance plan fail to result in prompt end of day collection.

Refer to KCSiE Jersey Edition May 2021

Child Protection

There is a detailed Child Protection Policy operating within the school. A copy will be provided to parents on request and is available on the school website. It is the Senior Leaderships duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately.

All Child Protection concerns will be managed in accordance with the **Jersey Safeguarding Partnership Board Procedures**. A copy of these procedures can be found on the Jersey Safeguarding Partnership Board website. <https://safeguarding.je/>

Children & Family Hub telephone number 01534 519000

Children's Services telephone number 01534 443500

MYCONCERN– REPORT A CONCERN:

An internal referral should be completed via the MyConcern report a concern feature when the thresholds detailed in this policy and in the Child Protection Policy have been reached. Each section should be completed as best as possible, as soon as possible (by hand initially if necessary). Staff will type these records into the Report a Concern form, which is accessed by logging onto - <https://www.myconcern.education/>

The logging of this concern will automatically be raised with Designated Safeguarding Lead via email.

Information of a confidential/sensitive nature will be stored within this system, there is restricted access to this via a two-feature access code.

Should the member of staff who has a Child Protection concern need guidance or clarification they will immediately inform a designated child protection adult. The Head Teacher/Deputy Head Teacher/Designated Safeguarding Lead (DSL) or other designated adults will complete the necessary aspects of the MyConcern protocols and complete a referral to MASH should one be needed.

INTERNAL REFERRAL REPORTING A CONCERN:

For colleagues who are not employed staff, supply teachers, volunteers, visitors the internal referral form is available in the main office/classrooms should a safeguarding concern arise. This should be shared with the DSL as a matter of urgency.

Complaints

Refer to the CYPES policy Guidelines for dealing with customer complaints and concerns 2016 (currently under review). All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific procedures for Managing Allegations Against Staff.

<https://www.gov.je/SiteCollectionDocuments/Education/P%20Guidelines%20for%20Dealing%20with%20Customer%20Complaints%20and%20Concerns%2020160804%20PH.pdf>

Confidentiality

All staff will understand that safeguarding issues warrant a high level of confidentiality, not only out of respect for the child and staff involved, but also to ensure that information being released into the public domain does not compromise evidence.

Safeguarding information will be stored and handled in line with the Data Protection Act 2018. The Designated Safeguarding Lead (DSL) will normally obtain consent from the child/parent to share sensitive information with outside agencies. Where there is good reason to do so (e.g., to help to protect a child), the DSL may share information without consent and will make clear records of the reason for the information being shared. Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. The School will retain this information on the pupil file and transfer to the next school/archive the information in line with CYPES Retention Schedule. The school will only share information about children with adults who have parental responsibility for a pupil.

Curriculum

Children are taught to understand and manage risk through our Personal, Social and Health Education (PSHE), relationships and sex education lessons as well as through all aspects of school life.

The school is committed to ensuring that children are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All children know that we have senior members of staff with responsibility for child protection and they are made aware of whom these persons are. We inform children of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

Subjects such as PSHE discuss relevant safeguarding issues with the children. Please see the Online-safety section of this policy for further details on this topic.

Local charities MIND Jersey and YouMatter support with delivering sessions linked to the PSHE curriculum.

Online-safety

We have an Online-safety policy which can be found in the policy folder on T.Shared and MyConcern.

Our policy includes how we teach children to stay safe when using the internet in and out of school- including the risks of sharing content and images online and tackling bullying, including cyber bullying. Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

The School will ensure that appropriate filtering methods are in place to ensure that children are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

Digital images:

We regularly take photos of the children at school. We may use these images within classrooms, in corridors and in our school's information booklet or in other printed publications, as well as our web site. We may also make video or web cam recordings of school events such as residential trips or assemblies. Videos are used to assess children's speaking and listening skills, PE skills and for specific projects.

Any photographs or video MUST be on school supplied equipment and NOT personal devices. Storage of such images are secure as all hardware needs a code to access, any material hosted on our behalf such as Seesaw require parental permission. Please see AUP, Data Protection and IT policies for additional information.

We follow the General Data Protection Regulation and Data Protection Act 2018 when taking and storing photos and recordings for use in the school.

From time to time, our school may be visited by the media who will take photographs or video /film footage. Pupils will often appear in these images which may be used in the JEP or on televised news programmes. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

Parents are asked to sign a consent form upon entry to school stating whether they are happy for such photographs and videos to include their son or daughter. Conditions of use of photos and video footage are clearly stated on the back of the consent form. Teachers are informed of pupils who do not have parental consent.

If parents wish to take photographs/video of their children during class assemblies/performances, they are informed that they can do so but must keep in mind they should not focus on other children and not to publish photographs/film of other children on social networking websites.

Parents are not allowed to take photos when they are helping on trips.

First Tower School Fair Processing Statement 2023 is available on the school website.

The school recognises the importance and usefulness of including the children's use of technology within the classroom, such as an iPad. With this brings lots of opportunities for children across all age ranges to explore and learn in an explorative and creative way. The use of a technology item, such as an iPad, is likely to have a camera and children will be using the camera as part of their learning experience. However, the use of iPad's and other tablet equipment can also present risks if children are left to use the equipment in an unsupervised environment. It is therefore understood that the school will ensure that all usage of iPad's within the school will be supervised by an adult at all times.

Staff and children sign our ICT Acceptable Use Agreements. This includes a section for staff on the use of digital images and clarification about the position regarding the use of personal mobile phones/cameras for taking pictures. Where volunteers are supporting school staff, they should abide by the same rules as school staff as far as is reasonable.

Data Protection

As a school we register with the Information Commissioner annually as a data controller.

We ensure that all staff are aware of the Data Protection Law and ensure that all personal and sensitive personal data is processed securely and within the Law.

We do not publish a picture of a child without written permission from a parent.

We do not transfer personal data to a third party (including web-based companies such as Google/Seesaw) without completing a risk assessment.

Health and Safety

We have a Health & Safety Policy which demonstrates the consideration we give to minimising any risk to the children when on the school premises and when undertaking activities out of school under the supervision of our staff. At all times there has to be appropriate staffing levels and when off-site, appropriate and agreed pupil / adult ratios are maintained. The lead adult always assesses visits/trips as to the level of risk and all trips are finally authorised by the Headteacher.

Our school has lone working risk assessments in place and procedures for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

A copy of the Health and Safety Policy is available on Teacher Shared in the Policy folder.

Inclusion and Diversity

Some children may be at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

Our school ethos promotes and accepts the differences between all children and adults. In practice this is about ensuring inclusion of individuals and treating them fairly and equally, no matter the diversity of their race, gender, age, disability, religion or sexual orientation.

Promoting equality and diversity in education is essential for both teachers and children. The aim is to create a classroom environment where all children can thrive together and understand that individual characteristics make people unique and not 'different' in a negative way.

In line with Keeping Children Safe in Education (DfE 2023), to ensure that all our pupils receive equal protection, we will also give special consideration to additionally vulnerable groups (as outlined in our Child Protection Policy), for example children with disabilities or special educational needs. Special consideration is also given in the provision of safeguarding information and resources in accessible formats for children and adults with communication needs.

Managing Allegations Against Staff & Volunteers

Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children at our school. We do recognise that sometimes the behaviour and actions of adults may lead to an allegation of abuse being made.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

An allegation is any information which indicates that a member of staff/volunteer may have:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way which indicates he or she would pose a risk of harm to children; or
- Behaved or may have behaved in a way that indicated they may not be suitable to work with children.

This relates to members of staff, supply staff and volunteers who are currently working in any school or college regardless of whether the school or college is where the alleged abuse took place. Allegations against a teacher who is no longer teaching should be referred to the police. Historical allegations of abuse should also be referred to the police.

In the event of allegations of abuse being made against the Head Teacher, where the Head Teacher is also the sole Proprietor of an independent school or where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, allegations should be reported directly to Education Department **Safeguarding Lead Shirley Dimaro 01534 449477 or emailing S.Dimaro@gov.je**

The person to whom an allegation is first reported should take the matter seriously and keep an open mind. S/he should not investigate or ask leading questions if seeking clarification; it is important not to make assumptions. Confidentiality should not be promised and the person should be advised that the concern will be shared on a 'need to know' basis only.

Actions to be taken include making an immediate written record of the allegation using the informant's words – including time, date and place where the alleged incident took place, brief details of what happened, what was said and who was present. This record should be signed, dated and immediately passed on to the Head Teacher.

The recipient of an allegation must **not** unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter.

The Head Teacher will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer The Jersey Designated Officer (JDO) by emailing JDO@health.gov.je or by phoning **01534 443566**.

Children's Services – 01534 443500

If the allegation meets any of the three criteria set out at the start of this section, contact should always be made with the JDO without delay, within one working day.

If it is decided that the allegation requires a child protection strategy meeting or joint evaluation meeting, this will take place in accordance with Jersey Safeguarding Partnership Board Procedures.

If it is decided it does not require a child protection strategy meeting or joint evaluation meeting, the JDO will provide the headteacher with advice and support on how the allegations should be managed.

The Head Teacher should, as soon as possible, **following briefing** from the JDO inform the subject of the allegation.

Where a staff member feels unable to raise an issue with their Headteacher through the whistleblowing procedure or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

- Children's Services 01534 443500
- Children and Families Hub (MASH) 01534 519000
- Police 01534 612612

- NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk

Partnership with Other Services

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are part of the Children and Families Hub and Inclusion Team. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

Partnership with Parents

First Tower School is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

The school shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted. We are committed to working with parents positively, openly

and honestly. First Tower School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. We encourage parents to discuss any concerns they may have with Mrs. Clare Fitton (Dept.DSL) Miss. Shona Mulhern (AHT/DSL) or Mrs. Lyn Linton (Headteacher/Dep.DSL) Mrs. Shelley du Feu (DHT/Dept. DSL) or Mrs. Kathryn Mahrer (AHT/Dep.DSL).

Safer Recruitment and Selection

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and undertaking appropriate checks through the Disclosure and Barring Service (DBS).

Safer Recruitment training has been undertaken by all members of SLT, Mrs. Lyn Linton (Headteacher) Mrs. Shelley du Feu (Deputy Headteacher) Miss. Shona Mulhern (Assistant Headteacher) and Mrs. Kathryn Mahrer (Assistant Headteacher). At least 1 member of SLT will be involved in all staff / volunteer recruitment processes and sit on the recruitment panel.

The School has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity or would have been removed had they not left. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the Local Authority Designated Officer (LADO) and/or HR.

Our school also refers to the guidance issued by The Department for Education in 2015 regarding persons who are disqualified under the Childcare Act 2006.

Safer Working Practice

All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

The Teachers' Standards (DfE,2011) are augmented by standards of personal and professional conduct e.g. ethics and behaviour, in and out of school. Teachers are expected to 'uphold public trust in the profession by showing tolerance and respect for the rights of others, not undermining fundamental British values and ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability'.

All staff will be provided with a copy of our school's handbook at induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

Refer to Government of Jersey Code of Conduct:

<https://www.gov.je/working/workingforthestates/pages/codeofconduct.aspx>

Induction of newly appointed staff, volunteers and work placements:

All staff, supply teachers, volunteers and people on work placements who work in school have a criminal records search called a Disclosure and Barring Service (DBS). 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. The Children Young People Education and Skills Department (CYPES) is informed directly by the Criminal Records Bureau.

All new volunteers and work placements discuss and sign a set of guidelines for good practice, a confidentiality agreement, Child Protection Guidelines and an acceptable use policy, with Deputy Head teacher or Assistant Head teacher.

New staff are inducted into safeguarding practices, including MyConcern training by a DSL.

The list of volunteers who have a Disclosure and Barring Service (DBS) is kept by the Mrs. Kathryn Mahrer, Assistant Headteacher.

Abuse of Position of Trust:

All school staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

In addition, staff should understand that, under the **Sexual Offences (Jersey) Law 2018**, it is an offence for a person aged 18 or over intentionally to behave in certain sexual ways in relation to a child aged under 18, where the adult is in a position of trust in respect of the child, even if the behavior is consensual.

Security

The security measures put into place at First Tower School have taken into account the need to balance the need to remain a welcoming environment whilst ensuring the safety of all our children and staff. Refer to the First Tower Health & Safety Procedures Document.

All people on the site have to adhere to the rules, which govern it. Potential problems to safeguarding are limited as far as possible by:

- Children remain with their teacher until they are individually passed on to their parent or carer at the end of the day;
- if children are to walk home a letter of consent is required;
- Parents/carers informing school of any changes in collection arrangements, if this has not been received school will contact parents for consent;
- the rear staff entrance door is always locked and operates on a fob system (break glass in the event of an emergency). The main entrance door for parents/visitors is released by the school office;

- there are members of staff in the reception area to monitor the front entrance at all times;
- visitors and volunteers 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 during school hours, and if collected by an adult, signed out;
- staff should store valuables in the locked cupboard in their classroom/locker in staffroom;
- staff should challenge unidentified/unknown people on school premises;
- adults and parents visiting the school should use staff toilets only and not children's toilets;
- pupils may only cross the main road with a lollipop trained member of staff;
- staff are responsible for locking external doors and securing windows in their classroom at the end of the school day;
- teaching staff are responsible for checking their learning environment and shared area daily for safeguarding concerns
- all staff are responsible for reporting any safeguarding/Health & Safety concerns to a member of SLT.

Should a child leave the school premises without permission then the SLT must be informed immediately. Parents will then be informed of the incident and the police if necessary.

Access to buildings:

The school will take all reasonable efforts to control access to the buildings and grounds of the school to prevent unauthorised access to children and ensure the personal safety of staff. The access control procedures for the buildings are:

- the rear staff entrance door is always locked and operates on a fob system (break glass in the event of an emergency).
- the main entrance door for parents/visitors is locked during the school day and released by the school office.
- visitors/parents are to report to the office and sign in/out;
- there are members of staff in the reception area to monitor the front entrance at all times;
- during the school day all gates are locked;

Visitors, contractors and maintenance personnel:

The control of visitors, contractors and maintenance personnel is a fundamental part of our site security policy for the safeguarding of both people and property.

Where the Leadership Team or Property Holdings transfers control or otherwise allows the use of school premises to external bodies (such as sports clubs) or service providers during or out of school hours, we will ensure that these bodies or providers have appropriate safeguarding policies and procedures, and that there are arrangements in place to co-ordinate with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies or providers.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into school. Visitors will be expected to sign in and out via the office visitors' log. A visitor badge is to be worn on school premises at all times. The lanyard will be green if they have a DBS check and can be unaccompanied, or red which indicates no DBS check and these visitors must be escorted at all times. A Safeguarding Leaflet is made available to all visitors to inform them of the schools' procedures. All staff **must** challenge unidentified/unknown people on school premises.

The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.