



## St Wilfrid's School - School Safeguarding Policy

### St. Wilfrid's RC Primary School Safeguarding Children Statement

At St. Wilfrid's Primary School the welfare of all children is of paramount importance. We recognise that:

- All children, regardless of age, disability, gender, racial heritage or religious beliefs have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people and their parents, carers and other agencies, is essential in promoting young people's welfare.

This document provides a guide for all adults working at St. Wilfrid's Primary School ( including staff, governors, volunteers and visitors about acceptable and desirable conduct to protect both adults and pupils. It refers to and complements other policies and guidance in our school, including:

- School Child Protection Policy
- School Behaviour Policy
- School Policy on Physical Interventions
- School Anti-bullying Policy
- School E-Safety Policy

This policy is based upon the DCSF document 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings.' (Sept 2006)

It also references:

- Safer York Partnership; Revised Prevent Duty Guidance (Sept 2015)
- [www.gov.uk/government/publications/prevent-duty-guidance](http://www.gov.uk/government/publications/prevent-duty-guidance)
- The use of social media for online radicalisation (July 2015)
- [www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation](http://www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation)
- A comprehensive Strategy to Defeat Extremism (October 2015)
- [www.gov.uk/government/news/a-comprehensive-strategy-to-defeat-extremism](http://www.gov.uk/government/news/a-comprehensive-strategy-to-defeat-extremism)

**Definitions – These definitions can be found on [www.saferchildrenyork.org.uk](http://www.saferchildrenyork.org.uk) and [www.saferyorkpartnership.co.uk](http://www.saferyorkpartnership.co.uk)**

#### ***Radicalisation and Terrorism***

For the purpose of this guidance:

- Extremism. The Government has defined extremism in the Prevent strategy as: "Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces."

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- Radicalisation is a process by which a person comes to support terrorism and extremism ideologies associated with terror groups. Radicalisation can be both violent and non-violent. Violent extremism is caused by a combination of interlocking factors:
- An ideology which justifies terrorism by manipulating theology as well as history and politics
- Radicalisers and their networks which promote violent extremism through a variety of places, institutions and media;
- Individuals who are vulnerable to the messages of violent extremists;
- Communities which are sometimes poorly equipped to challenge and resist extremism; and
- Grievances, some genuine and some perceived, and some of course directed very specifically against government.
- There are multiple pathways that constitute the process of radicalisation, which can be independent but are usually mutually reinforcing.

### ***Prevent Duty***

From 1st July 2015 many public facing organisations providing services to children, young people and adults are subject to a duty under Section 26 of the Counter-terrorism and Security Act 2015, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent Duty and the Government’s guidance specifies those authorities responsible for the duty)

[www.gov.uk/government/publications/prevent-duty-guidance](http://www.gov.uk/government/publications/prevent-duty-guidance)

It is essential that staff within agencies and organisations that provide services to children, young people and adults are able to identify individuals who may be vulnerable to radicalisation and know what to do when they are identified.

Protecting individuals from the risk of radicalisation is an integral part of safeguarding duties and is similar in nature to protecting children and adults from other harms (eg. Drugs, gangs, neglect, sexual exploitation) whether these come from within their family or are the product of outside influences.

### ***Understanding and Recognising the Risks and Vulnerabilities of Radicalisation***

There is no obvious profile of an individual likely to become involved in extremism or a single indicator of when an individual might move to adopt violence in support of extremist ideas.

Examples of extremist causes that have used violence to achieve their aims include animal rights, the far right, internal terrorist and international terrorist organisations.

An individual can be drawn to radicalisation at any age. The process of radicalisation is different for every individual and can take place over an extended period or within a very short time frame.

Individuals can be drawn into violence or they can be exposed to the messages of extremist groups by many means. These can include the influence of:

- Family members
- Friends
- Direct contact with extremist groups and organisations, or
- Via the internet, TV and media

More detail about any of the above can be found on: Safer York Partnership: WORKING WITH INDIVIDUALS VULNERABLE TO EXTREMISM: CITY OF YORK PRACTICE GUIDANCE

### **Preventing Radicalisation and Violent Extremism**

St. Wilfrid’s RC Primary School values the fundamental rights of freedom of speech, expression of beliefs and ideology and tolerance of others which are the core values of our democratic society. However, all rights come with responsibilities and free speech or beliefs designed to manipulate the vulnerable or which advocate harm or hatred towards others will not be

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tolerated. St. Wilfrid's Primary School seeks to protect its students and staff from all messages and forms of violent extremism and ideologies.

St. Wilfrid's RC Primary School is clear that exploitation and radicalisation will be viewed as a safeguarding concern and will be referred to the appropriate safeguarding agencies.

First point of contact for concerns regarding PREVENT safeguarding should be Children's Services. The City of York Council Prevent Lead (Single Point of Contact) is:

Jane Mowat  
Head of Community Safety  
jane.mowat@york.gov.uk  
jane.mowat@northyorkshire.pnn.police.uk (secure)  
01904 555742/07984496352

### **Protecting Children and Yourself**

The child's welfare is paramount (Children Act 1989). Adults working in school are responsible for their own actions and behaviour and should avoid any conduct that would lead a reasonable person to question their motive or intentions. All adults working in school must work and be seen to work with openness and transparency.

We will seek to safeguard children and young people by :

- Valuing, listening and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.
- Recruiting staff and volunteers safely, ensuring all the necessary checks are made.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- Provide effective management for staff and volunteers through supervision, support and training.
- Complete weekly safeguarding forms which include and refer to the PREVENT guidance

All staff, volunteers and regular visitors from external agencies to the school ( including supply staff) must be familiar with and work in accordance to the school's policies for :

- **Health and Safety Policy**
- **Child Protection Policy**
- **Internet Safety**
- **Equal opportunities**
- **Behaviour policy**
- **Anti Bullying Policy**
- **Photographing and videoing**
- **Physical Intervention Policy**
- **Whistleblowing**

**All staff must provide a good example and a positive role model to pupils. All staff:**

- Behave in a mature, respectful, safe, fair and considered manner.
- You must ensure that you are not sarcastic and do not make jokes to pupils of personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Must not embarrass or humiliate children.

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- Do not discriminate favourably or unfavourably towards any child. (e.g. treat all pupils equally – never build ‘special’ relationships)
- Ensure that your relationship with the pupil remains on a professional footing at all times.

### **Code of Behaviour**

All staff members must :

- Treat all children and young people with respect.
- Provide an example of good conduct you wish others to follow
- Respect a young person’s right to personal privacy.

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- Encourage children and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Remember that someone else may misinterpret your actions no matter how well intentioned.
- Be aware of physical contact with a child or young person that may be misinterpreted.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.

### **Responding to an allegation made against a school employee:**

The statutory guidance, *Working Together to Safeguard Children 2006*, states that the following process must be followed if the allegation fits within the scope of the statutory guidance that you have :

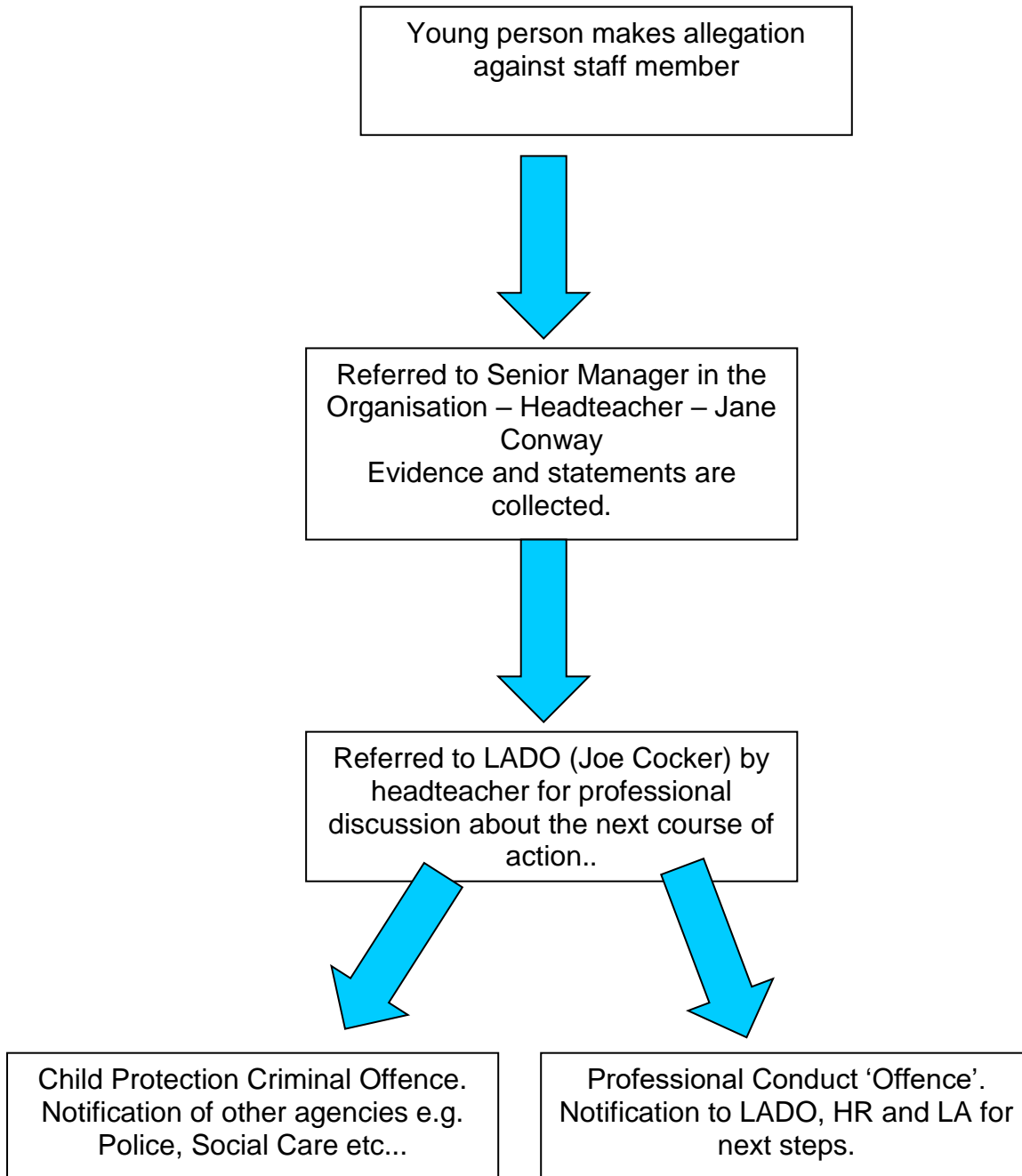
- Behaved in a way that has harmed a child or may have harmed a child; or
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicated she/he is unsuitable to work with children ; or
- That the allegation is clearly and demonstrably without foundation.

When an allegation or concern is made against a member of school staff relating to a person's conduct towards a child, the following process must be followed:

- The allegation or concern must immediately be reported to the Senior Manager within the Organisation (Headteacher).
- If the allegation or concern fits within the scope of the guidance, the Head Teacher must report the matter to the Local Authority Designated Officer (LADO) within the same working day.
- The LADO will discuss the matter with the Head Teacher in order to decide which process should be followed. Where it is believed that the allegation falls within the scope of guidance, there are three possible strands to enquiries that may be initiated:
  - Child Protection
  - Criminal Enquiries
  - Disciplinary.
- If the matter is felt to constitute a criminal offence, the police will be informed and a strategy meeting held.
- If the matter is felt to be child protection, Children and Family Services will be informed and a strategy meeting held.
- If the matter is felt to amount to an employment or capability issue the matter will be discussed with CYCC Human Resources Department.

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### Allegation against a member of school staff flow diagram :



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### **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:

- The incident is logged in the accident book
- A trained first aider is consulted where necessary
- For head injuries a Head Note is issued
- If there is any doubt at all a parent is contacted.

The St. Wilfrid's Primary School policy is that medication will only be given by the headteacher or nominated member of staff, with the exception of emergency medications such as anaphalactic pens for which all staff will be trained. In the case of a pupil needing medication during the day parents must provide written instructions and the medication should be in in original packaging, clearly labelled with the child's name.

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 designated leader in their absence. 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. In rare circumstances the school nurse will be contacted as a matter of utmost urgency before the parent.

### **Site security**

St. Wilfrid's Primary School 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. Laxity can cause potential problems to safeguarding. Therefore:

Gates should be locked except at the start and end of each day.

Doors should be closed to prevent intrusion but to facilitate smooth exits.

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 during school hours, and if collected by an adult, leave via the school office.

Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Then parents and police 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 immediately. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts.

The school works closely with All Saints Secondary School (where appropriate) and the LA whenever a child's attendance and punctuality causes concern. The school also works closely with the parents to support attendance. 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 them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Personnel committee of the Governing Body. The LA is informed directly by the Criminal Records Bureau.

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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 must also have Criminal Records Bureau clearance. For a brief activity, such as a school visit, which does not involve the supervision or close contact of children the school may telephone for a "99" check. For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building a full CRB search will be conducted. 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.

### **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. (See also Site Security).

Visiting speakers, with correct clearance, are always welcome into school so that can give specialist knowledge to the children. Visiting speakers are always suitable and supervised appropriately.

### **The Design of the Curriculum**

St. Wilfrid's RC Primary School's curriculum seeks to support British Values. Namely:

- Actively promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- Encourage pupils to develop and demonstrate skills and attitudes that will allow them to participate fully in, and contribute positively to, life in modern Britain
- Prevent the promotion of partisan political views in the teaching of any subject in the school
- Protect pupils against the messages of all violent extremism

Further to this, the curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal, Social and Health Education discusses relevant issues with the children, including Stranger Danger. Children receive instruction in road safety and bicycle safety awareness. Topics including Puberty and Drug awareness as well as safety awareness involving a range of agencies (Crucial Crew) are dealt with in year 6. 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.

**Policy agreed:**

**Policy reviewed :**

**Signed:**