



Reach For The Stars

Safeguarding Policies Summary

Safeguarding Policy

Our Motto

★ Reach for the Stars

Vision Statement

Our vision is to develop an inclusive school, which promotes and achieves excellence, and continues to nurture the values, confidence and skills of pupils, staff and the community, in order to meet the emerging opportunities of the 21st century.

Our vision and values support Articles 2, 12, 15, 19, 24, 27, 28, 29, 31 of the United Nations Convention on the Rights of a Child.

Articles 2/12: We respect the right to be listened to and listen to others.

Articles 19/24: We respect the right to feel safe at school and help others feel safe.

Article 28: We respect the right to learn and let others enjoy their learning.

Articles 15/31: We respect the right to join in and be part of a team.

Article 29: We respect the right to develop our potential and to do it with a growth mindset.

Article 27: We respect the right to look after our own and others property

Our Values

- ★ Striving
- ★ Teamwork
- ★ All Included
- ★ Responsibility
- ★ Success

★ **Striving**

Our aim is that we are a school that:

- **uses our Growth Mind-set (learning from mistakes and always willing to have a go)**
- **never gives up and always find ways of improving**
- **enjoys challenges and aim high**
- ★ **Teamwork**

Our aim is that we are a school that:

- **encourages and supports each other to be the best we can be**

Last Review Date: Summer 2016

Next Review Date: Summer 2017

- **learns from each other**
- **listens to and respects each other's ideas**

★ **All Included**

Our aim is that we are a school that:

- **has high expectations of everyone**
- **encourages everyone to take an active part in learning and life of our school**
- **nurtures and celebrates what makes each and every one of us unique**

★ **Responsibility**

Our aim is that we are a school that:

- **takes ownership of the choices we make**
- **takes ownership/charge of our own learning**
- **looks after each other and our school**

★ **Success**

Our aim is that we are a school that:

- **provides an education that encompasses academic, creative, social, emotional, physical and cultural development.**
- **celebrates our efforts and achievements.**

Equal Opportunities and the Single Equality Scheme

We believe that all those who work in Osmani - children and adults - have the right to be treated fairly and with respect by everyone connected with the school.

We aim for Osmani to be a safe, supportive place, where all children and adults feel valued as individuals, whatever their **ability, age, disability, gender identity, marriage or civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation.**

The school aims to foster the social and personal skills of co-operation, sharing and mutual respect.

Last Review Date: Summer 2016

Next Review Date: Summer 2017

Definition of Safeguarding

- **The school adopts the definition used in the Children Act 2004 and in 'Working together to safeguard children'.**

This can be summarised as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Safeguarding action may be needed to protect children and learners from:

- neglect
- physical abuse
- sexual abuse
- emotional abuse
- bullying, including online bullying and prejudice-based bullying
- racist, disability and homophobic or transphobic abuse
- gender-based violence/violence against women and girls
- radicalisation and/or extremist behaviour
- child sexual exploitation and trafficking
- the impact of new technologies on sexual behaviour, for example sexting
- teenage relationship abuse
- substance misuse
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic violence
- female genital mutilation

Last Review Date: Summer 2016

Next Review Date: Summer 2017

- forced marriage
- fabricated or induced illness
- poor parenting, particularly in relation to babies and young children
- other issues not listed here but that pose a risk to children, young people and vulnerable adults.

Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- Children's and learners' health and safety and well-being
- the use of reasonable force
- meeting the needs of children and learners with medical conditions
- providing first aid
- educational visits
- intimate care and emotional well-being
- online safety¹ and associated issues
- appropriate arrangements to ensure children's and learners' security, taking into account the local context.

Child Protection Policy, including PREVENT

The designated persons for Safeguarding including Child Protection and PREVENT are: **Penny Seymour** and **Remi Atoyebi**.

The designated governor for Safeguarding including Child Protection and PREVENT is **Mike Tyler** and **Theresa Holland**.

There is a detailed Child Protection Policy, which is available on the school website and from the school office on request. 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.

All allegations of abuse by or complaints about a member of staff or volunteer will be dealt with following the LA and Local Safeguarding Children's Board

procedures. A copy of this is available on request. For any complaints about the Head teacher, the Chair of Governors should be contacted directly.

The Health and Safety Policy

The school has a health and safety policy, which is monitored through a fortnightly meeting by the chair of governors and Headteacher, and termly through the headteacher's report to governors. A copy of this policy is available on request.

The Premises Manager conducts a daily risk assessment. Any concerns from staff, pupils and parents are reported to the Premises Manager who carries out an initial examination, assessing what remedial action needs to take place. If the Premises Manager is unable to take remedial action, he will log it on the G4S Helpdesk. The school building and premises are managed by G4S through a Private Finance Initiative agreement.

Each term, there is a fire drill that practices efficient evacuation from the building. The LA conducts an annual Fire Risk Assessment.

There is also a critical incident plan that details what staff and parents should do in the case of emergencies.

In addition to the Health and Safety Policy, relevant members of staff undergo food hygiene training.

First Aid

We have trained members of staff who oversee First Aid. All Teaching Assistants undergo first aid training. There are a number of first aid kits situated around school. When a child is unwell, 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 all injuries, a care note is issued to the child.
- Where there is a head injury, a member of the SLT is informed.
- If the injury is of a serious nature, an ambulance is called.
- If there is any doubt at all a parent is contacted.

Medical Needs and Medicine Administration

The Osmani policy is that only members of the Senior Leadership Team and the administration team will administer medicines to children. Only medicines which are prescribed by a GP or hospital and meant to be administered four

Last Review Date: Summer 2016

Next Review Date: Summer 2017

times a day will be given. Parents must complete an authorisation form before medicines can be administered.

Intimate Care

For matters of an intimate nature, staff are expected to deal with children with in a professional manner, with respect at all times and always to seek guidance from a member of the Senior Leadership Team.

Where a child needs to be changed or bathed, two members of staff must be present at all times.

Site security

Osmani 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 at all times except at the start and end of each day, where the premises manager will be on duty by the gate.
- Doors should be closed to prevent intrusion but to facilitate smooth exits.
- Staff, visitors, volunteers and students must only enter and exit the school building through the main entrance and after signing in at the office window. All staff must **'tap in and out'**.
- All staff are expected to wear their ID badges at all times on the school premises.
- Where a child is late, a late slip will be issued and this must be given to the class teacher by the child. Parents are not allowed to accompany children in Y1-Y6 upstairs to their classes. Child in Y1 will be accompanied by a member of staff until they feel confident enough to go upstairs by themselves.
- 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, they must be signed out.

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. The 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

Last Review Date: Summer 2016

Next Review Date: Summer 2017

no notification, school has a policy of phoning home by 9.30am to ascertain a child's whereabouts.

The school works closely with the Local Authority's Attendance and Welfare officer whenever a child's attendance and punctuality causes concern.

Attendance rates are reported each term to the LA and 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.

Collection of children

Children can only be collected by anyone who is 16 years and above. If parents or carers would like friends, neighbours or relatives to collect their child/ren, they must telephone the school to let us know who will be collecting. If a brother or sister who is younger than 16 years of age is to collect, they must give written instruction to the school.

Appointments of staff and induction of newly appointed staff

All staff that are appointed to work in school have an enhanced DBS check.

Teachers are also checked against the Prohibition to teach list.

If staff are found to have a disclosure on their check, the appointment is reconsidered by the Headteacher and the Personnel committee of the Governing Body.

The Headteacher sits on all appointment panels. The Headteacher, Deputy Head and Chair and other members of the governing body have undertaken training on Safer Recruitment.

New staff are inducted into safeguarding practices and School's Safe code of conduct by the headteacher. All newly appointed staff are given a checklist of all the key information, policies, procedures and expectations which they need to read or been shown. Once the induction is completed, they sign the checklist, which is then filed in their personnel file.

Induction of work placements students and volunteers

Volunteers must also have DBS clearance. For a brief activity, such as a school visit, which does not involve the supervision or close contact of children the school may email for a "List99" 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 for an extended period of time, a DBS search will be conducted. The School Business Manager

Last Review Date: Summer 2016

Next Review Date: Summer 2017

performs the necessary document check and forwards the form to our HR provider. Volunteers who do not yet have clearance will under no circumstance be left alone with a child or group of children.

Peripatetic Services

It is assumed that colleagues who provide **Peripatetic Services e.g** the School Nurse , SLT, music teachers already have relevant clearance but the office will check this before admittance.

The Design of the Curriculum

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. 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.

Visiting speakers, with correct clearance are always welcome into school so that they can impart specialist knowledge to the children.

Educational Visits and Trips

As part of enriching the curriculum for children, they regularly go on trips. At all times there has to be appropriate staffing levels and agreed child/adult ratios are maintained. The lead adult always conducts risk assessments to ascertain the level of risk and all trips are finally authorised by the Headteacher or a member of the SLT in her absence.

Visitors in School

Visitors enrich our curriculum and children are learning. All visitors are thoroughly vetted and inducted about our safeguarding policies and procedures. They are also given a summary of the procedures.*

E 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 at the point of registering their child/ren at the school if they agree to their child/ren using the internet. Children must never be left unattended whilst online and teachers should

Last Review Date: Summer 2016

Next Review Date: Summer 2017

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 the designated Child Protection Officer the Headteacher has overall responsibility for e-safety. She is also the internet and email manager for the school and has direct access to all email addresses and passwords provided by the LGFL STAFFMail system.

Behaviour policy

Good behaviour is essential in any community and at Osmani we have high expectations for this. The school behaviour policy details 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:

- Star of the week
- Class of the week
- Showing another teacher good work
- Headteacher's Award
- Postcard sent home

But the sanctions range from:

- A warning
- Being removed from the class
- Loss of playtime/Golden time
- Reporting to a senior member of staff
- A letter home
- And as a last resort, a fixed term exclusion

Positive Handling Policy

This school follows **DCSF guidelines DCSF-00368-2010, April 2010** 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..

Staff are discouraged from handling children, but when they deem it necessary, they are expected to send for a trained member of staff. Specific members of staff have undergone positive handling training.

Last Review Date: Summer 2016

Next Review Date: Summer 2017

Anti Bullying Policy

The Osmani definition of bullying is: **behaviour which:**

- deliberately makes another person feel uncomfortable, distressed or threatened
- is repeated over time
- makes those being bullied feel powerless to defend themselves
- can include racist, sexist homophobic or transphobic behavior
- negative attitude or behaviour towards a disability.

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.

There is a more detailed Anti-bullying Policy that is available from the school on request.

Single Equality Scheme

At Osmani, children are prepared to live in a diverse society. The school works hard to promote equality and harmony by preventing and challenging all forms of discrimination.

We aim to provide a safe, supportive environment, where all children and adults feel valued as individuals, whatever their **ability, age, disability, gender identity, marriage or civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation.**

Any allegations or incidents of discrimination are thoroughly dealt with using the LA guidance and procedures.

Discrimination is tackled through the curriculum, assemblies and workshops. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children also e.g. Chinwag Theatre.

Photographing and videoing

There has been a lot of controversy recently about adults photographing and filming young people. The concerns are genuine, however at Osmani we have

Last Review Date: Summer 2016

Next Review Date: Summer 2017

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 registration and entry to school.
- Direct permission is sought from parents if external organisations working with the school and children request for photograph and filming of an event.
- We ask that parents who take photographs and film during school performances only photograph or film only their child/ren.
- We also ask that the images are not uploaded on to social media.

Use of Mobile Phones, Video and Cameras by Staff

During working hours they must be kept out of the reach of children and parents, in a secure area accessible only to staff. All staff are made aware of their duty to follow this procedure which is set out in the Code of Conduct.

All adults whether teachers/practitioners or volunteers at Osmani understand the difference between appropriate and inappropriate sharing of images. All images are kept securely in compliance with the Data Protection Act.

Only school issued cameras must be used to capture images of children.

Whistle blowing

If members of our school community ever have any concerns about people working, paid or unpaid in the school, 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. The school follows the Local Authority's policy on Whistle blowing. A copy of this can be made available on request.

Late Collection of Pupils

- If a child is not collected at the end of the school day and the parents has not called to school to say they will be late, the child should be brought into the office and handed over to the Headteacher.
- The school office will endeavour to contact the child's parents or emergency contacts.
- After 3:30pm, we will log the details of the child to enable us to monitor the frequency of late collections. (see appendix 1)

Last Review Date: Summer 2016

Next Review Date: Summer 2017

- The headteacher will speak to the parents about late collection and its impact on the child and school and seek to explain parent's responsibilities with regards to collection.

Monitoring of policy

These policies will be monitored by the Headteacher and SLT.

Evaluation of policy

This policy will be evaluated through termly reports by the the Headteacher to the Governing Body. This evaluation will also inform school priorities.



Mike Tyler
Chair of Governors