



Chase Side Primary School

Safeguarding Policy

**ADOPTED BY THE GOVERNORS OF CHASE SIDE
PRIMARY SCHOOL ON THE 2ND APRIL 2025**

TO BE REVIEWED APRIL 2026

As for all policies we adhere to at Chase Side Primary School, the Safeguarding Policy must fit with the ethos, values and vision for the school which are:

Our Ethos:

Our ethos encompasses being welcoming, inclusive, friendly, caring and ensuring that working together underpins everything we do.

Everyone has the right to expect and benefit from this ethos and these values are demonstrated in all aspects of school life. Everyone who is part of or who visits our learning community is asked to adhere to our values and ethos.

Our vision:

- Developing confident lifelong learners
- Embracing and valuing our diversity
- Making a positive impact in our community

Our Values:

The shared values of our school include:

- Kindness
- Respect
- Friendship
- Honesty
- Resilience

Stronger Together !

CHASE SIDE PRIMARY SCHOOL SAFEGUARDING POLICY

At Chase Side Primary the health and safety of our children is of paramount importance. Parents send their children to school each day with the expectation that we provide a secure environment in which their children can flourish. Chase Side Primary 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 regularly reviewed. A copy of this Policy is available from the school website.

As part of our policy, we conduct termly Health & Safety inspections which can be monitored by the Governors. The School Business Manager along with the Site Manager undertake the inspections and a comprehensive list is completed assessing any remedial actions which need to take place. The actions are then addressed by the appropriate parties. Any concerns from staff are reported to any of the above and an initial assessment takes place. After the Health & Safety inspection an action plan is developed with a time line on when any issues identified should be addressed.

There are regular fire drills so that efficient evacuation from the buildings can be practised. The Fire Alarm is regularly monitored and maintained and the school also conducts a Fire Risk Assessment. Staff are aware of the procedure in the event of the need to evacuate the site to Chase Side Green and have practised this process. Lock Down procedures are also in place.

First Aid

In school, Mrs Hammond is our designated Welfare Officer, we ensure that there is always full time welfare support during the school day. In addition there are a number of staff trained to oversee first aid. A member of staff trained in first aid always accompanies all education visits. Procedures are also in place to ensure all injuries are recorded. There are a number of first aid kits situated in welfare and around the school. Procedures in place for dealing with injuries include;

- Consulting a trained first aider
- Logging all incidents in the accident book
- All head injuries are issued with a head note and wrist band to take home
- Contacting parents or emergency services if the injury is a concern

In the case of a pupil needing medication during the school day parents are asked to come in and speak to the Welfare Officer who will advise them of procedures. Parents are welcome to come into school to administer correct dosages. Parents should always consult doctors before giving any form of medication. For matters of a personal nature staff deal with a child with the utmost sensitivity and always seek guidance from the Headteacher or Deputy. In almost all such situations the parents will be asked to come into school as a matter of urgency, so that they are part of the decision making process. In rare circumstances, the School Nurse may be contacted before the parent.

Site Security

Chase Side Primary provides a secure site. In order to maintain security there are rules and procedures that staff, parents, children and visitors should adhere to:

- Gates should be locked except at the start and end of the day and at the beginning and end of Nursery times
- Pedestrians should remain on the pavement and on the playground, leaving the road clear for vehicles
- Vehicle access to the site is restricted to certain times of the day
- Vehicle access to Trinity Street is restricted to residents and blue badge holders at certain times of the day (safer streets)
- Visitors, volunteers and students must only enter through the main entrance after signing in at the reception
- Visitors should visibly wear the lanyard/badge provided (Governors are issued with black lanyards; visitors who are not DBS checked are issued with red lanyards; and, visitors who are DBS checked are issued with green lanyards).
- Doors should be closed unless supervised
- Children will only be allowed home with adults with parental responsibility or with their confirmed permission
- Empty classrooms should have closed windows
- Children should never be allowed to leave school alone during school hours and, when collected by an adult, should be signed out
- All staff are required to wear ID badges on a blue school lanyard

Should a child leave the premises without permission, then staff have been informed never to chase after a child, but rather to report immediately to the Office. Parents and police will then be informed of the circumstances.

Attendance

The school has an Attendance Policy, which is regularly reviewed. A copy of this policy is available from the school website. All staff are aware of the information set out in Annex A 'Keeping Children Safe in Education' regarding a child missing from education and how this is a potential indicator of abuse or neglect. Chase Side Primary also follows the regulations around the need to have an admission and attendance register. The school works closely with the LA regarding admissions to raise any safeguarding concerns around regular attendance and unexplained absences.

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 Chase Side Primary has a policy of same day calling in order to ascertain each child's whereabouts. The school works closely with the Local Education Authority Welfare Officer. If a child's attendance and punctuality causes concern, contact will initially be made with the parent, thereafter a referral may be made to the Education Welfare Officer.

All parents receive an attendance percentage termly either within a letter or within their child's annual report. Positive measures and rewards are in place to encourage all pupils to have good attendance and punctuality. However, 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 DBS check undertaken. This search highlights people who have a criminal record or have had previous allegations made against them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher. The LA is informed directly by the Disclosure and Barring Service.

All staff that are shortlisted to interview in school have a Social Media online search as part of their due diligence. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.

A member of the Senior Leadership Team sits on all appointment panels where the candidates are external applicants. The Headteacher, Deputy Headteacher, Inclusion AHT and members of the Governing Body have undertaken training on Safer Recruitment.

New staff are inducted into Safeguarding Practices. Newly appointed staff are assigned a Mentor for the induction period. The induction process ensures all new staff are familiarised with all safeguarding procedures and policies. All staff are required to complete the school's 'Keeping Children Safe in Education' declaration and a DBS declaration to declare any changes to their criminal record.

Induction of Volunteers

Regular volunteers are required to have an informal interview with a member of the Senior Leadership Team. All regular volunteers must have DBS clearance which they are required to finance if needed. Parents are allowed to support a brief activity, such as a school visit, which does not involve supervision or close contact of children without a member of staff present. For regular 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 DBS search will be conducted. The School Business Manager organises this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

Welcoming Visitors

The Local Authority has confirmed that visitors with a professional role, such as the School Nurse or Education Psychologist, have relevant clearance and they are asked to wear identification whilst on site. The Office will endeavour to check clearance before admittance is granted, but where there may be doubt, the visitor will be supervised and not left alone with children.

Child Protection Policy

The school has a Child Protection Policy which is regularly reviewed. A copy of this policy is available from the school website. At Chase Side Primary our named Designated Safeguarding Lead is Miss Scull, our Head Teacher. The other Safeguarding Leads are Mr Hitchens (Deputy), Mrs Parsons (Inclusion AHT), Mrs Fitzgerald (SENCO), Mrs Hammond (Welfare) and Mrs Ray (Family Support Advisor). All designated officers can be contacted through the School Office. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the

policy addressed immediately. All staff have appropriate child protection training which is revisited annually as a minimum. Regular updates are part of staff briefings and the school newsletter. Designated staff and governors undertake training regularly, with a minimum refresh of at least every three years.

All allegations of abuse by, or complaints about, a member of staff will be dealt with following the London Safeguarding Children Board procedures. A copy of this is kept in both the Head Teacher's Office and the Policy File. For any complaints about the Headteacher, the Chair of Governors should be contacted directly.

Allegations against a member of staff

- The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO). In Enfield, the role of the LADO is undertaken by the Deputy Head of Safeguarding and Quality Service (SQS), Email: SAFEGUARDINGSERVICE@ENFIELD.GOV.UK Telephone: 0208 379 4392
- If the allegation made against a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the Enfield's Designated Officer for Safeguarding and Child Protection.
- The school will follow the All London Child Protection Procedures for managing allegations against staff.

The Curriculum

The curriculum deals with safeguarding in a number of ways. The school has a medium term plan for the curriculum which sets out areas to be covered.

Through Personal, Social and Health Education a range of issues are explored and discussed. Bullying and keeping yourself safe are addressed through the curriculum and through whole school assemblies. In addition the curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as using equipment correctly in Physical Education and Design and Technology.

At all times there has to be appropriate staffing levels including when the curriculum is taken out of school, to ensure that appropriate and agreed pupil/adult ratios are maintained. The lead adult always completes a risk assessment to identify potential risks. These are then authorised by a senior member of staff.

Internet Safety

Please refer to the Staff Code of Conduct for ICT Policy and Policy for safe use of the School's Computer System. Both policies can be found on the school's website.

Schools and colleges should provide a safe environment to learn and work, including when online. Filtering and monitoring are both critical parts of safeguarding pupils and staff from potentially harmful and inappropriate online material. Clear roles, responsibilities and strategies are vital for delivering and maintaining effective filtering and monitoring systems. It's important that the right people are working together and using their professional expertise to make informed decisions. Governing bodies have overall strategic responsibility for filtering and monitoring and need assurance that the standards are being met. To do this, they should identify and assign:

- a member of the senior leadership team and a governor, to be responsible for ensuring these standards are met
- the roles and responsibilities of staff and third parties, for example, external service providers

Pupils are closely monitored when they are online and the firewall provided by the London Grid for Learning ensures pupils are not exposed to inappropriate material. Websites are monitored and some are blocked, we are currently investigating companies who offer advance monitoring services, to protect children further during open searches. If teachers know of misuse, either by a child or an adult, the issue should be reported to the Headteacher without delay.

Children are taught how to use the Internet and email safely. In PSHE lessons and theme weeks, such as Anti Bullying Week, children are also warned of the dangers of Cyber-Bullying. Our website also has an E-Safety section to support parents.

Equal Opportunities

The Public Sector Equality Duty 2011 has three aims under the general duty for Schools, Academies and Settings:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act. By removing or minimising disadvantages suffered by people due to their protected characteristics
2. Advance equality of opportunity between people who share a protected characteristic and those who do not. By taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
3. Foster good relations between people who share a protected characteristic and those who do not. By encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low

The school has a plan in place to show how we aim to foster good relations between people who share a protected characteristic and those who do not. The school also has in place a Race Equality Policy which can be found on the school's website.

At Chase Side Primary, we try to ensure that everyone is treated fairly at all times. All children are given equal access to the school and its curriculum and all at Chase Side Primary are considered equal in the learning partnership. When children have special needs we make arrangements to work collaboratively with parents and design specific programmes and interventions to support children and families.

Children with disabilities must be able to take a full and active part in every lesson and reasonable adjustments are made to ensure this.

Behaviour Policy

Chase Side Primary has a Behaviour Policy and guidelines, which are regularly reviewed. Copies of these are available from the school website. At Chase Side Primary we expect all of our pupils to come to school with positive attitudes and high expectations.

We believe that every child and every adult at our school has the right to feel happy, to feel valued and to be treated with respect. Positive and desirable behaviour is a responsibility of everyone involved in our school. Positive classroom behaviour is as important as positive playground behaviour.

At Chase Side Primary School our aim is to create an environment, physically and emotionally, where everyone feels safe and secure, where we can all meet the challenges each new day brings. Our Policy sets out how we will reward good behaviour and the consequences the school will use when behaviour is inappropriate.

Anti-Bullying Policy

Please refer to our Anti-Bullying Policy copies of which are available from the school website. At Chase Side Primary School our aim is to develop a school ethos in which bullying is regarded as unacceptable.

We work together to ensure that our school is a safe and secure environment where all our learners can succeed. In our school we encourage children to take responsibility and to make decisions. We work to ensure that all children in our school become independent learners and are able to share their concerns with any member of the school staff. Pupils are encouraged to share their views and feelings through circle time and work using the school's PHSE scheme of work. The school council provides an additional voice for pupils to share their concerns and to highlight the issues surrounding bullying.

Children are told that silence is the bully's best friend. Although bullying in school is rare the school always acts swiftly with a process of investigation, communication and action. Bullying will not be tolerated.

Photographing and Videoing

At Chase Side Primary we have an agreed approach and parents are asked to sign a form providing their consent to photographs and videos of their child being used around school, in school literature and on the school website. Images used on our website will only have forenames used. Parental permission is sought before using any photographs outside the school.

Whistleblowing

Please refer to the Whistleblowing Policy available from the school website. If members of staff ever have any concerns about any people in the workplace, paid or unpaid, 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.

Chase Side Primary has a number of other documents as part of our safeguarding procedures. These are listed within the School's safeguarding policy file:

Child Protection Policy

The Department of Education's "Use of Reasonable Force Advice" for Head Teachers, Staff and the Governing Body

Supporting Pupils with Medical Conditions and the Administration of Medicines Policy
Asthma Policy
Asthma Policy – Guidance on the Use of Emergency Salbutamol Inhalers in School
Guidance on the use of Adrenaline Auto-Injectors in School
Safer Recruitment Policy and Procedures
Equality Policy
Inclusion Policy
Accessibility Plan and Policy
The Local Authority's Admissions Arrangements
Behaviour Policy
Anti-bullying Policy
Computer Policy
E-safety Policy
Policy for Children Travelling to and from School and Clubs Unaccompanied